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ABSTRACT

This report describes the work of the Onscreen Documentation Subgroup in revising screens for GALIN, the University of Georgia (UGA) Libraries new online system. The responsibilities of the Subgroup were to revise screens from the previous online catalog and to create basic help screens, primarily for the command searching mode. Responsibilities for adapting the screens in UGA Libraries' Catalog database for the American Academic Encyclopedia and the Expanded Academic Index were added later. The subgroup researched the philosophy and practice in screen design and, from this research, developed a list of eight basic principles to guide screen design. This report includes examples of 121 screens designed for users of the databases described above. The screens are divided into five categories: introductory; command search help; guided search and help; related titles; and system response. A description of follow-on activities is also included. The Onscreen Subgroup's original charge and samples of the libraries' news screens are appended. (KRN)

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ED352041

Online Catalog Documentation Task Force:
Onscreen Documentation Subgroup

Final Report

March 31, 1992

Submitted to:

Systems Administration Group

Submitted by:

John Campbell, Chair
Paige Andrew
Mary Ellen Brooks
Neil Hughes
Judy Kelly
Marlena Wald

IR054263

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Memorandum

To: Systems Administration Group Date: March 31, 1992
William G. Potter, Chair

From: Online Catalog Documentation Task Force -
Onscreen Documentation Subgroup
John Campbell, Chair JC
Paige Andrew
Mary Ellen Brooks
Neil Hughes
Judy Kelly
Marlena Wald

Subject: Report of the Onscreen Documentation Subgroup

The Subgroup has completed development of the onscreen documentation as required by its original charge and expanded charge. The attached report includes an introductory section containing the Subgroup's background, philosophy of screen design, and recommendations for future development; copies of the screens that we designed for the four GALIN databases; and suggested changes to messages on existing screens. We request that this report receive the widest possible dissemination.

We appreciate having had the opportunity to participate in this very challenging project.

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Table of Contents

I. Background..1

II. Philosophy of Screen Design................................2

III. Recommendations..3

IV. Screens:

- A. UGA - University of Georgia Libraries' Catalog.......6
- B. GCL - Georgia College Library Catalog..............78
- C. EAI - Expanded Academic Index.......................85
- D. AAE - Academic American Encyclopedia..............146

V. Changes to Existing Messages...........................188

Appendix A: Charge..193

Appendix B: "News" Screens................................196

I. BACKGROUND

CHARGE

The Online Catalog Documentation Task Force was formed to develop online and print documentation for users of the new online system, GALIN (Georgia Academic Library Information Network). The Task Force's two subgroups, Onscreen Documentation and Print Documentation, received their respective charges in March 1991 (see Appendix A) and met with Bill Potter in April to discuss them. The Onscreen Subgroup was given two major responsibilities:

- Revise the following screens from the previous online catalog: "welcome"; formatted (menu) search; formatted limit; no match; too many matches; and bridging.
- Create basic help screens, focusing primarily upon the command searching mode.

PREPARATION

The Onscreen Subgroup conducted preliminary research into the philosophy of and current practice in screen design. We discovered several useful books on the topic, among them Wilbert Galitz's Handbook of Screen Format Design. We also drew upon the expertise of Judy Kelly, who was taking a course on screen design. In addition, we dialed into other online catalogs to see the structure, content, and graphic design of their help systems. We found the catalogs of Brown University and Indiana University to be instructive.

PROCESS

Our view of the help system's structure and its content evolved. The definition of what constituted "basic" screens expanded greatly, resulting in many more screens than we had originally envisioned. We kept in close communication with the Systems Librarian, Bill Clayton, and with the Systems Development Group, whose suggestions were incorporated into screen changes. Feedback on an initial group of screens was also received from the Systems Administration Group and a university class on screen design.

In June, Paige Andrew resigned from the Subgroup in order to fulfill a prior commitment. Special mention should be made of the contributions of Judy Kelly, who did most of the word processing, and entered and revised many help screens in GALIN itself. Both of these tasks were very time-consuming.

EXPANDED CHARGE

In November 1991 our charge was expanded, to adapt the screens in the UGA Libraries' Catalog database for the Academic American Encyclopedia and the Expanded Academic Index. Since these two databases did not permit some types of searches, lacked particular record fields, or had zero matches on the search examples used in UGA, we had to identify invalid screens, reword instructions on the remaining screens, and provide new search examples.

II. PHILOSOPHY OF SCREEN DESIGN

We were guided by several basic principles as a result of our research on screen design and our examination of help systems in other online catalogs. These principles were incompatible with each other at times, and compromises had to be made.

A. **Instructions should be concise.** We knew that users want quick advice.

B. **Instructions should be clear.** Technical jargon was avoided as much as possible. We attempted to avoid ambiguity, but did not always succeed. In a few cases the need to be clear superseded the need to be technically accurate.

C. **Instructions should tell users how to perform a certain operation rather than explain how it works** (the "cookbook" approach).

D. **The screens should present an uncluttered look.** Large blocks of text were avoided when possible.

E. **Information on the screen should be easy to find.** We used many charts and parallel lists based on the formula "to find this, do this."

F. **Modules should be no longer than four screens, and the most important information should be on the first screen.** We reasoned that users would be less likely to read a long sequence of screens or the later screens in a sequence.

G. **Each module should cover one particular topic or operation.**

H. **The help system's structure should be shallow.** In order to create greater ease of access for users, our original plan of having an elaborate branching sequence of sub-menus from a main menu was discarded in favor of putting up fewer, but more extensive menus.

III. RECOMMENDATIONS

The following recommendations refer only to screens in the public part of GALIN. No attempt to address issues in screen design for the processing system has been made by our group. These recommendations are also understood to be governed by overall GALIN development priorities as determined by Systems Administration Group (SAG).

A: FUTURE COMMITTEE.

1. Functions of the committee:

We recommend that a standing committee be appointed immediately, to:

a) Create the remaining high-priority/essential screens as soon as possible (see **B**, below);

b) recommend and create new screens as necessary;

c) recommend and, where appropriate, implement changes and additions to screens (for example, examine the topicality and existence in the databases of any examples);

d) monitor feedback from patrons and Libraries' staff on screen design factors such as clarity, ease of use, content, etc.;

e) serve as the formal communications channel for the Libraries' staff to the Systems Librarian and Systems Development Group (SDG) concerning issues related to: i) clear, meaningful system messages, or, ii) screen elements other than those in help screens.

2. Composition of the committee:

a) We recommend that for historical and philosophical continuity, the committee include at least one member, who should serve for two years, from the authors of the present report. The other committee members should be appointed for two years and the terms should be staggered.

b) Each successive term of the committee should be provided specific, written charges, and deadlines for completion of specific tasks.

c) Since the work of the Onscreen Subgroup has benefited considerably from a mixture of staff with a variety of skills (for example: database searching, patron assistance, work with OCLC, familiarity with the MARC format, etc.), we recommend that the new membership reflect a similar diversity of expertise.

7

B: ADDITIONAL SCREENS AND CHANGES TO EXISTING SCREENS.

The following are listed in priority order:

1. **Create help screens for "Advanced Command Searching."**

   This concept will require several discrete modules/screens. "Advanced Command Searching" should therefore be both an option on the main Help Menu and a separate menu from which specific topics may be selected. For the library catalogs mounted in GALIN, the "Advanced Searching" menu should include, as a minimum, help screens for the following topics:

   a) Narrowing or broadening searches;

   b) Boolean logic, introducing the term "Boolean";

   c) Proximity operator searching--especially important for searching full-text databases;

   d) Effective use of non-traditional access points such as **ot**, **pu**, or **mn**;

   e) Further examples for specific kinds of complex searches or concepts, such as:

      i) finding journal titles;

      ii) corporate names, including conference names, branches of government, names involving acronyms, etc.;

      iii) effective use of LCSH;

      iv) title-keyword searching as a supplement to or substitute for controlled vocabulary searching;

      v) call number browsing as a type of subject searching;

      vi) truncation.

   Other databases may not utilize all of the advanced searching techniques appropriate to library catalogs, or may require different techniques altogether. The new committee should design screens appropriate to each database and its capabilities.

2. **Re-tag the titles in Academic American Encyclopedia (AAE) as subjects.**

   Supply fields currently tagged 2xx in AAE with some sort of 6xx MARC tag. Should this not prove feasible, we recommend the development of an appropriate help screen explaining how the concept "title" differs in AAE from its use in the library databases.

3. **Distinguish article titles from journal titles in all periodical indexes.**

   Re-tag all title fields in EAI (and all such indexes considered for future mounting) by developing a distinctive tag and corresponding field designator for journal titles (for example: jn). Should this not prove feasible, we recommend the development of appropriate help screens explaining what problems may be experienced when searching EAI, especially in browse searches, and offering tips on "how to beat the system," e.g., using f **exact ti <your terms>** as a strategy.

4. **Create individual help screens for each type of material listed on the "Scope of the UGA Libraries' Catalog" screen (see pp. 14-15).**

   The new committee should recommend precise, standardized terminology to describe each sub-category of material. Each succeeding committee should consult appropriate Libraries' staff in order to determine the proportion of each type of material represented by OCLC MARC cataloging records in the online catalog.

5. **Make changes to existing messages.**

   See section V, p. 182.

6. **Develop a "News" feature.**

   A "News" component could provide the Libraries with a means to communicate directly with GALIN users about topics of current interest. It might include such things as:

   a) GALIN development news;
   b) Library hours;
   c) Announcements about library instruction;
   d) Exhibits and lectures.

   For examples of possible screens, see Appendix B.

GALIN:
Georgia Academic Library Information Network

IV. A: SCREENS for UGA - University of Georgia Libraries' Catalog

NOTE: The sample screen on each page ends with the COMMAND line. Some pages have explanatory notes in addition to sample screens.

Table of Contents for UGA Screens

INTRODUCTORY SCREENS

Welcome to GALIN....................................9
Dial-in Users......................................10
The UGA Libraries' Catalog Menu....................11

COMMAND SEARCH HELP SCREENS

Help Menu..12
Read Me First: Message to New Users................13
Scope of the UGA Libraries' Catalog................14
Keyboard Operation.................................16
Commands and Options...............................17
Displays...21
Basics of Command Searching........................24
Fields...27
Connectors...30
Connectors: AND....................................31
Connectors: OR.....................................32
Connectors: NOT....................................33
Connectors: WITH...................................34
Connectors: NEAR...................................35
Command Author Help................................36
Command Title Help.................................38
Command Subject Help...............................41
Combination Search Help............................45
Numeric Help.......................................46
Limiting Command Searches..........................48

GUIDED SEARCH & HELP SCREENS

Guided Search......................................49
Guided Author Search...............................50
  Guided Author Help...............................51
Guided Title Search................................53
  Guided Title Help................................54
Guided Author-Title Search.........................56
  Guided Author-Title Help.........................57
Guided Subject Search..............................59
  Guided Subject Help..............................60
Guided Call Number Search..........................63
  Guided Call Number Help..........................64
Guided Limit Screen................................66

RELATED TITLES SCREENS

Related Author/Name(s).................................67
Related Subjects.......................................68
Related Series...69

SYSTEM RESPONSE SCREENS

No Matches...70
  No Matches Help......................................71
Less than 2,000 Headings...............................72
Less than 2,000 Records................................73
2,000 - 32,000 Headings................................74
2,000 - 32,000 Records.................................75
Greater than 32,000 Headings...........................76
Greater than 32,000 Records............................77

```
                         Welcome to GALIN:
              Georgia Academic Library Information Network

      -----------------------------------------------   ---------
                   To choose a database:                  Type:
      -----------------------------------------------   ---------
       UGA Libraries' Catalog                             cho uga
       Expanded Academic Index (journal article
         citations on all subjects)                       cho eai
       Academic American Encyclopedia (full text)         cho aae
       Georgia College Library Catalog, Milledgeville     cho gcl

     You may choose another database from any screen by typing cho and
a three-letter database code as indicated above.

     Dial-in users should type DIAL, for further information.


---------------------------------------------- UGA - UGA Library Catalog ---
COMMAND:
```

NOTES:

The "beginning" screen of each database (see pp. 11, 80, 88, and 149) should have the command line on line 22, rather than line 23, to provide two lines for very long search statements. If this possibility is implemented in the future, some of these screens will need to be modified to reflect the change.

Some indication of assistance for dial-in users should appear as close as possible to the first screen they see, if not on the very first system screen.

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
------------------------------ DIAL-IN USERS -----------------------------

To exit from GALIN and return to the IBM Systems menu, type Quit (or q).

     For hardware/software information, contact the University Computing &
Network Services help desk at:  (706) 542-3106

     GALIN is an IBM mainframe application that can be accessed through the
following telephone numbers:

                   542-1021                      542-7510
---------------------------------------------------------------------------
     For GALIN questions, contact the reference departments:

   Main Library Reference: 542-3251    Science Library Reference: 542-0698

  Main Library Circulation: 542-3256  Science Library Circulation: 542-4535
Library hours information: 542-7501                   Library FAX: 542-6522

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Back   Quit
COMMAND:
```

NOTE:

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.

```
                      THE UGA LIBRARIES' CATALOG
______________________________________________________________________________
Select one of the options below.  Type your response on the COMMAND line at
the bottom of the screen, then press the ENTER key.

                     Options:                         Type:

           * READ me first                           read

           * Do a GUIDED (menu) search               guided

           * Do a COMMAND search                     command

           * Help                                    h

           * SCOPE of this database                  scope

           * CHOose other databases                  cho

        --- Names of commands and options can be abbreviated to only
         the letters shown in uppercase.  (Type in lowercase.) ---
---------------------------------------------- UGA - UGA Library Catalog ---
COMMAND:
```

NOTES:

The KEYS command was dropped from this menu because it is adequately accessible as a selection that appears on the help menu. Removing it from the first menu makes room for the more important message relating to abbreviating commands.

Typing **command** on this screen takes users to BASICS OF COMMAND SEARCHING (pp. 24-26).

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
-------------------------------- HELP MENU ---------------------------------

     Select your topic, type its number, then press the ENTER key.

    1   Message to New Users            12   Connectors:  NOT
    2   Scope of the Catalog            13   Connectors:  WITH
    3   Dial-in Users                   14   Connectors:  NEAR
    4   Keyboard Operation              15   Command Author Searching
    5   Commands and Options            16   Command Title Searching
    6   Displays                        17   Command Subject Searching
    7   Basics of Command Searching     18   Combination Searching
    8   Fields                          19   Numeric Searching
    9   Introduction to Connectors      20   Limiting Command Searches
   10   Connectors:  AND                21   Index to Help Topics
   11   Connectors:  OR

     For further assistance, go to the Main or Science Library Reference
Desk, or call Main - (706) 542-3251 or Science - (706) 542-0698.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Back   GUIDED   CHOose   Quit
COMMAND:
```

NOTE:

As new topics are added, the list of topics will need to continue on a second screen.

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
------------------- READ ME FIRST:  Message to New Users ------------------

 Two methods of searching are available:  COMMAND and GUIDED.

 *  COMMAND searching is flexible and powerful.  Commands and search terms
can be typed on any screen.  You may use advanced techniques such as
connectors (AND, OR, NOT), and limit searches (by language, date, etc.).

                 Example 1:  browse ti silent spring
                 Example 2:  find su reunification and pd 1991

    For help with command searching, type h, then press the ENTER key.

 *  GUIDED searching is done on specific screens (author, title, subject,
etc.) on which you type only your search terms.  Since the commands are
built-in, no knowledge of commands is necessary.

    To begin a guided search, type GUIDED, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   GUIDED   Quit
COMMAND:
```

NOTE:

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
------------------ SCOPE OF THE UGA LIBRARIES' CATALOG --------------------

     The catalog contains records for many types of materials.


                                                     Number of records
          Types of material:                          in the catalog:

        Books                                              Most
        Serials (magazines, journals, newspapers)          Most
        Government documents (Georgia, U.S., U.N.)         Few
        Manuscripts and rare materials                     Few
        Music scores                                       Some
        Audio recordings                                   Some
        Video                                              Few
        Maps                                               Few

     Records for many non-book items are not yet in the online catalog.
             For further information, consult a librarian.
--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   GUIDED   CHOose   Quit
COMMAND:
```

NOTES:

Until individual scope screens for each type of material are written, this is how the screen should display. An example of the screen to be used after individual scope screens are created appears on p. 15.

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
------------------ SCOPE OF THE UGA LIBRARIES' CATALOG ---------------------

The catalog contains records for many types of materials.  For more infor-
mation on any of the following, type its number, then press the ENTER key.

                                                   Number of records
             Types of materials:                    in the catalog:

      1  Books                                            Most
      2  Serials (magazines, journals, newspapers)        Most
      3  Government documents (Georgia, U.S., U.N.)       Few
      4  Manuscripts and rare materials                   Few
      5  Music scores                                     Some
      6  Audio recordings                                 Some
      7  Video                                            Few
      8  Maps                                             Few

      Records for many non-book items are not yet in the online catalog.
              For further information, consult a librarian.
--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help    Back    GUIDED    CHOose    Quit
COMMAND:
```

NOTES:

This version of the SCOPE screen should replace the existing one (see p.14) when individual scope screens are written for each type of material.

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.

The hyphenation of the word "information" is necessary to avoid running to another line.

```
YOUR SEARCH:  [search statement]                    MATCHES:  [number]
---------------------------- KEYBOARD OPERATION ----------------------------

               To:                                         Do:

Send your search to the computer              Press ENTER key

Stop clicking/beeping                         Press RESET key
                                              Avoid arrow keys

Switch typing areas                           Press TAB key, not arrow keys

Erase a few characters                        Backspace and retype

Erase everything to the right of the cursor   Press EOF key
                                              (End Of Field key)

  ***  For users outside the Libraries, equipment may vary. For assistance,
         call UCNS User Services: (706) 542-3106.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
---------------------- COMMANDS & OPTIONS (1 of 4) -------------------------

Commands and options tell the computer what you want it to do. Listed below
are four kinds:  Navigation; Search; Display; and Help.  You may abbreviate
commands and options by using only the letters shown in uppercase type.

      * Navigation:                                COMMAND       EXAMPLE
                                                 ------------  ----------
          Go to next screen                        More          m
          Go to preceding screen                   Back          b
          Go to next record                        Next          n
          Go to previous record                    PRevious      pr
          Go back to a list                        List          l
          Go to menu for this database             NEW           new
          Go to a list of databases                CHOose        cho
          End your search session                  Quit          q

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
--------------------- COMMANDS & OPTIONS (2 of 4) -------------------------

* Search (COMMAND searching only):          COMMAND          EXAMPLE
                                          -----------  --------------------
    Search for a term                       Find         f su space stations
    Search for a heading beginning with     Find EXACT   f exact ti hawaii
       a word or phrase
    Browse author, title, subject or        BROwse       bro au jackson, j
       call number indexes
    Narrow a previous search                LIMit        lim pd 1990-
    Revise your search statement            REvise       re

* Search (GUIDED searching only):

    Begin a new guided search               GUIDED       guided
    Narrow a previous search                LIMit        lim

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
---------------------- COMMANDS & OPTIONS (3 of 4) ------------------------

* Search related titles:                         COMMAND        EXAMPLE
                                              -------------    ---------
    See related titles by author/name(s)       RAUthor           rau
    See related titles on subject(s)           RSUbject          rsu
    See related titles in series               RSEries           rse
    Browse related call numbers                CAll number       ca
    See volumes owned                          Volumes           v

* Display:

    Display items from a list             <type line number(s)>  1,3-5
    Display more than 200 search results       Display           d
    Display full record                        FUll              fu
    Display brief record                       BRief             br

 For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
---------------------- COMMANDS & OPTIONS (4 of 4) --------------------------

* Display (continued):                                     COMMAND        EXAMPLE
                                               ------------    --------------
    MARC record                                    MArc          ma
    Sort titles into a different order:
       Ascending (oldest to newest date or A-Z)    SOrt          so pd asc
       Descending (newest to oldest date or Z-A)   SOrt          so ti desc
    Combine headings to eliminate duplicate        COMbine       com 2-7
       records

* Help:

    Keyboard operation                             KEYS          keys
    Message to new users (Read me first)           READ          read
    Contents of this database                      SCOPE         scope
    Go to a help screen                            Help          h
    Go to a specific help topic                    Help <topic>  h fields

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
--------------------------- DISPLAYS (1 of 3) --------------------------

    There are three major types of displays:  lists of headings or titles,
brief record displays, and full record displays.

 * Lists

   These consist of one-line headings or titles.  The information in these
     lists varies.  For example:

     - Lists of subject headings show the number of titles on each subject.

     - Lists of authors show the number of titles by each author.

     - Lists of individual titles show the author and publication date of
         each title.

  For further instruction, type m, then press the ENTER key.

--- OPTIONS ------------------------------- UGA - UGA Library Catalog ---
Help    Back    More    GUIDED    CHOose    Quit
COMMAND:
```

NOTE:

Since this is a help screen for the general public, the MARC record display is not mentioned. The capability of searching the MARC record is documented on COMMANDS & OPTIONS (p. 20).

```
YOUR SEARCH:  [search statement]                     MATCHES:  [number]
----------------------------- DISPLAYS (2 of 3) --------------------------

    Lists are usually arranged alphabetically.  However, lists of titles on
a subject, and lists of titles resulting from a search of two or more
record fields are arranged by publication date, with the most recent first.

    To navigate FORWARD within a multi-screen list:
       -  one screen at a time, type m.
       -  more than one screen at a time:  type m, a space, and the number
            of headings or titles you want to skip.  For example:  m 100
            would skip forward 100 headings or titles in the list.

    To navigate BACKWARD within a multi-screen list:
       -  one screen at a time, type b.
       -  more than one screen in a list:  type b, a space, and the number
            of headings or titles you want to skip.  For example:  b 100
            would skip back 100 headings or titles in the list.

 For further instruction, type m, then press the ENTER key.
--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                    MATCHES:  [number]
------------------------------ DISPLAYS (3 of 3) ---------------------------

* Brief record display

   This is the default display for individual titles.  It provides basic
   information including call number, location, and circulation status.

     Note:  More detailed information about the title is available in the
              full record.  To display it, type FUll, or fu.

* Full record display

   This provides detailed information about each title.  Some of the record
   fields included in this level of display are:  all subject headings,
   contents notes, names of persons or organizations associated with the
   title, publishing history for journals, and series.

     To return to the brief display, type BRief, or br.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
---------------- BASICS OF COMMAND SEARCHING (1 of 3) --------------------

     BROWSE and FIND are the two basic commands.  Command searches require
at least three elements that together form a search statement:

         COMMAND        +       FIELD LABEL       +      SEARCH TERM
      tells the computer     tells the computer      tells the computer
         what to do:           where to look:          what to look for:

         BROwse                AU (for author)           Your terms
         Find                  TI (for title)
                               SU (for subject)

                Examples:    bro au odum, eugene
                             f su environmental
                             bro ti journal of linguistics

     For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
---------------- BASICS OF COMMAND SEARCHING (2 of 3) --------------------

     Here are examples of basic search statements, and what they mean:

 *  BROWSE search example:    bro au asimov, isaac

      This tells the computer:  Begin BROwsing the AUthor index at the
        words "asimov, isaac" and display that list.  Note: BROWSE searches
        can be done using author (au), title (ti), subject (su), or call
        number (cn) field labels.

 *  FIND search example:    f au asimov and ti space and pd 1989

      This tells the computer:  Find any record with an author's name
        "asimov", a title that includes the word "space", and a publication
        date 1989.  Display records meeting all three requirements.

     For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                       MATCHES:  [number]
---------------- BASICS OF COMMAND SEARCHING (3 of 3) --------------------

     Searches can be narrowed or broadened by connecting search terms from
any field in the record:

COMMAND + FIELD LABEL + SEARCH TERM + CONNECTOR + FIELD LABEL + SEARCH TERM
-------   -----------   -----------   ---------   -----------   -----------
   f          au         odum            and          ti          ecology
   f          ti         woman           or           ti          female
   f          su         iraq            and          pd          1990
   f          ti         athens          and          fo          maps
   f          au         cervantes       and          lg          english
-------   -----------   -----------   ---------   -----------   -----------

     Some fields are used primarily to narrow a search, for example:
publication date (pd), format (fo), or language (lg).  For further
explanation, type Help FIELDS.

           For further explanation of connectors, type Help CONNECTORS.
--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
-------------------------- FIELDS (1 of 3) ------------------------------

     Each record in the database is divided into labeled categories called
fields.  Knowledge of what those fields are and how to use them to
construct search statements is required for command searching.

  ---------------- ------- ------------------- -----------------------
        FIELD       LABEL       EXAMPLE 1             EXAMPLE 2
  ---------------- ------- ------------------- -----------------------

   Author            au      bro au darwin, c      f au golf society
   Title             ti      bro ti time           f ti 21st century
   Subject           su      bro su acid rain      f su nepal--history
   Other text        ot      f ot carl sagan       f ot our town
   All of the above  all     f all picasso         f all oil spills

     For additional fields, type m, then press the ENTER key.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                     MATCHES:  [number]
---------------------------- FIELDS (2 of 3) ------------------------------

----------------  -----  ----------------------- ------------------------
      FIELD       LABEL         EXAMPLE 1                 EXAMPLE 2
----------------  -----  ----------------------- ------------------------
Publication date   pd    f au darwin and pd 1859 f ti dna and pd 1990-
                         f au tan and pd -1991   f su gulf and pd 1990-1991
Publisher          pu    f su food and pu wiley  f au clancy and pu putnam
Place published    pl    f su trade and pl tokyo f ti opera and pl paris

Format             fo    f su athens and fo maps f su bonds and fo serials
Language *         lg    f au cicero and lg latin f su homer and lg english
Call Number        cn    bro cn vm15             f cn vm15.b6

       For additional fields, type m, then press the ENTER key.

    *  Use the English name for the language.
         For example:  german, not deutsch; french, not francais

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

NOTES:

The Committee recommends that the use of dashes with dates be construed as meaning equal to and less than, greater than, or between; for example: 1990- would retrieve both publication dates of 1990 and 1991, not just 1991; -1890 would retrieve all publications dates before and including 1890; 1950-1960 would retrieve any publication date between and including 1950 and 1960.

The line for "Call number ..." (line 14) belongs on this screen because putting it on screen 3 of 3 would make it less likely that users would see it.

The note saying "* Use the English name for the language.
For example: german, not deutsch; french, not francais"
should display, even before the language tables are available to the public.

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
---------------------------- FIELDS (3 of 3) -------------------------------

------------------ ------- ---------------------- ------------------------
       FIELD        LABEL         EXAMPLE 1                EXAMPLE 2
------------------ ------- ---------------------- ------------------------
 Music number         mn     f mn cd561             f mn m.r. 1801
 LC control number    lc     f lc 72-122324         f lc 87010388
 ISSN                 sn     f sn 0079-5399         f sn 08331235
 ISBN                 bn     f bn 9032324086        f bn 0-525-4490-4

 Edition              ed     f au corley and ed 7th f ti power and ed rev
 Geographic focus     gg     f su tea and gg asia   f su gold and gg canada

Caution:  Searching the edition and geographic focus fields involves many
            complex variables; use with care.


--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
------------------------------- CONNECTORS -----------------------------

     Connectors are used to relate terms in a search statement by logic
(AND, OR, NOT), or by position (NEAR, WITH).

 ----------   -----------------------------   -----------------------------
 CONNECTOR    Finds any record containing:              EXAMPLES
 ----------   -----------------------------   -----------------------------
    AND         Both terms                       f au asimov and ti space
     OR         Either term                      f su gold or su silver
    NOT         One term without the other       f su africa and not south
   NEAR         Both terms in any order          f ti child n2 abuse
                  in same record field
   WITH         Both terms in specified order    f ti free w3 press
                  in same record field

For further explanation, type Help and the connector.  For example: Help OR

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:
```

NOTE:

The Subgroup strongly and unanimously recommends that the word "Boolean" not be used in the text of this screen. We feel it would be confusing and perhaps intimidating to a not insignificant number of new and less experienced users. If patrons already know about Boolean algebra or Boolean logic, the omission of that word should not interfere with their understanding of the explanation on this screen. The Subgroup's philosophy is to avoid the use of jargon and unfamiliar terms whenever possible. A fuller explanation of connectors, including the word "Boolean," is more appropriately reserved for future "Advanced Searching" screens.

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
----------------------------- CONNECTORS:  AND --------------------------

                     AND narrows a search. For example:

                           f au asimov and ti space

    ---------------
    |   asimov    |
    |             |/---------------->  records containing BOTH terms
    |       //////|-------
    |       //////|      |
    --------//////       |
            |   space    |         The search would find records such as:
            |            |
            --------------            Asimov, Isaac.  Laughing space...
                                      Asimov, Isaac.  Of time and space...


--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
------------------------------ CONNECTORS:  OR -----------------------------


                     OR broadens a search.  For example:

                          f ti lemons or ti oranges
    ---------------
    |/////////////|
    |/// lemons //|/------------------->  records containing EITHER term
    |/////////////|-------                   or BOTH terms
    |/////////////////////|
    --------//////////////|
            |// oranges /|           The search would find records such as:
            |////////////|
            --------------              Bitter lemons.
                                        Wild oranges.
                                        Oranges & lemons.


--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
------------------------------ CONNECTORS:  NOT -----------------------------

              NOT eliminates terms from a search.  For example:

                         f ti stocks and ti not bonds

    ---------------
    |/////////////|   /--------->  records WITHOUT the second term
    |// stocks ///|
    |/////////////|
    |///////|-----|------           The search would find records such as:
    --------|-----|     |
            |   bonds   |              When to sell stocks.
            |           |           but NOT:
            -------------              How to buy foreign stocks and bonds.

                                    ... therefore, use NOT with caution!

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
---------------------------- CONNECTORS:  WITH ----------------------------

  WITH relates terms appearing in a specified order in the same record
field.  Because terms may be separated by any number of words, you must
indicate in your search statement the maximum number of intervening words.


The search statement:  f ti environmental w3 assessment

        Finds titles:  Advances in environmental hazard and risk assessment
                                   -------------                 ----------
                       Environmental impact assessment: a practical guide
                       -------------        ----------
                       Adaptive environmental assessment and management
                                -------------  ----------

     In none of these titles is "assessment" more than 3 words to the right
of "environmental", and the two terms are always in the same order.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
----------------------------- CONNECTORS:  NEAR ----------------------------

     NEAR relates terms appearing in any order in the same record field.
Because terms may be separated by any number of words, you must indicate in
your search statement the maximum number (including 0) of intervening words.


   The search statement:  f ti dictionaries n2 american

           Finds titles:  American dictionaries of the English language
                          -------- -----------
                          Dictionaries, British and American
                          ------------              --------
                          Latin American historical dictionaries
                                --------            ------------

     In none of these titles is "american" more than 2 words to either the
right or left of "dictionaries".

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
------------------- COMMAND AUTHOR HELP (1 of 2) -------------------------

Authors may include editors, compilers, composers, performers, or illustra-
tors.  Groups such as businesses, associations, government agencies, or
conferences are also authors.  Use either the BROWSE or the FIND command:

    *  BROWSE tells the computer to begin browsing the alphabetical author
          list at the term you have typed.
          -------------------------------------  --------------------------
            BROwse works best when you know:             Examples:
          -------------------------------------  --------------------------
            Beginning of person's last name          bro au solzhen
            Only a person's last name                bro au solzhenitsyn
            Person's last name & first initial       bro au eliot, t
            Beginning of a group's name              bro au london philharm
            Persons without surnames                 bro au henry viii
                                                     bro au marie de france
 For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
------------------- COMMAND AUTHOR HELP (2 of 2) -------------------------

     *  FIND tells the computer to find the term you have typed anywhere it
          occurs in the author's name.
          -----------------------------------   -------------------------
             Find works best when you know:              Examples:
          -----------------------------------   -------------------------
            Person's last name & first name       f au walker, alice
            Part of a group's name                f au red cross
            Words in a name, but                  f au census and bureau
               not their order                    f au marquez and garcia

     Caution: If your search terms include a word that is a connector (AND,
                OR, NOT) or field label (such as AU, TI, SU, or ALL),
                enclose it in quotation marks.  For example:

                            f au johnson "and" johnson
                            f au "all" souls college

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                    MATCHES:  [number]
----------------------- COMMAND TITLE HELP (1 of 3) ----------------------

     Titles may include subtitles, journal titles, series titles, or
translated titles.  Use either the BROWSE or the FIND command:

     *  BROWSE tells the computer to begin browsing the alphabetical title
          list at the word or phrase you have typed.

          ---------------------------------  --------------------------
           BROwse works best when you know:            Examples:
          ---------------------------------  --------------------------
                A single-word title            bro ti time
                Beginning of a title           bro ti decline and fall

     Note:  If the first word of a title is A, AN, or THE (or its foreign
              equivalents), omit it.

     For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help    Back    More    CHOose    Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
------------------------ COMMAND TITLE HELP (2 of 3) ----------------------

*  FIND tells the computer to find any title that includes the word or
    phrase you have typed anywhere it occurs in the title.
          ---------------------------------  --------------------
                 Use Find if you know:                Examples:
          ---------------------------------  --------------------
            A word or phrase in a title          f ti wounded knee
            A title that includes a number       f ti 1992
            A word, but not its spelling         f ti blitzkr?
            Word variations (woman/women;        f ti wom?n
              theater/theatre)                   f ti theat?

*  Caution: If your search terms include a word that is a connector (AND,
    OR, NOT) or field label (such as AU, TI, SU, or ALL), enclose it in
    quotation marks.  If you do not, the computer will interpret it as ...

      For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                           MATCHES:  [number]
------------------------ COMMAND TITLE HELP (3 of 3) -----------------------


     *  (Caution continued)

           a connector or field label and produce incorrect results.

          -----------------------------------  ----------------------------
                 To find the title:                       Type:
          -----------------------------------  ----------------------------
            The Decline and Fall ...              f ti decline "and" fall
            Either/Or                             f ti either "or"
            Ripley's Believe It or Not ...        f ti believe it "or not"
            Una Noche en su Casa                  f ti noche en "su" casa
            Au Revoir les Enfants                 f ti "au" revoir
            Laughing All the Way                  f ti laughing "all"
            Daleko ot Moskvy                      f ti daleko "ot" moskvy


--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
---------------------- COMMAND SUBJECT HELP (1 of 4) ---------------------


     Effective subject searches require using the standardized subject
headings assigned by the Library of Congress.  These headings may differ
from popular terms.  For example:
   -----------------------------   -------------------------------------
           Instead of:                   The Library of Congress uses:
   -----------------------------   -------------------------------------
     frisbees                        flying discs (game)
     multinational corporations      international business enterprises
     vcr                             video tape recorders and recording

To determine the correct standardized term, consult the Library of Congress
Subject Headings, available in the Main and Science Library reference
departments.

  For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
----------------------- COMMAND SUBJECT HELP (2 of 4) ---------------------


     Use either the BROWSE or the FIND command:

     *  BROWSE tells the computer to begin browsing the alphabetical subject
         list at the word or phrase you have typed.

         --------------------------------------  ---------------------------
            BROwse works best when you know:                Examples:
         --------------------------------------  ---------------------------
          The beginning of the subject heading    bro su mozart
                                                  bro su environmental
                                                  bro su luxemb
                                                  bro su american federation
                                                  bro su ships--history

     For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                     MATCHES:  [number]
---------------------- COMMAND SUBJECT HELP (3 of 4) --------------------

       *  FIND tells the computer to find the word or phrase you have typed
           anywhere it occurs in the subject heading.

           ----------------------------------   --------------------
                  Use Find if you know:                Examples:
           ----------------------------------   --------------------
             A word or phrase in a subject          f su drinking
               heading                              f su day care
                                                    f su atlanta
                                                    f su north dakota
                                                    f su olympic
                                                    f su du pont
                                                    f su iliad

     For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
---------------------- COMMAND SUBJECT HELP (4 of 4) ----------------------


     Caution: If your search terms include a word that is a connector (AND,
               OR, NOT) or field label (such as AU, TI, SU, or ALL), enclose
               it in quotation marks.  If you do not, the computer will
               interpret it as a connector or field label and produce
               incorrect results.

                           f su violin "and" piano
                           f su william "and" mary
                           f su voyage "au" centre de la terre
                           f su "all" terrain vehicles
                           f su "all" the king's men


--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                     MATCHES:  [number]
--------------------------- COMBINATION SEARCH HELP -----------------------

   You can tell the computer to search more than one record field at a time.

---------------------------------------------  -----------------------------
         Some possible combinations:                      Examples:
---------------------------------------------  -----------------------------
Co-authors' last names                          f au masters and au johnson
Author's last name and -Title word              f au hawking and ti time
                       -Language                f au moliere and lg english
                       -Subject heading word    f au gibbon and su rome
Title words                                     f ti pollution and ti air
Subject heading words                           f su germany and su economic
Subject heading word and -Format                f su athens and fo maps
                         -Publication Date      f su saddam and pd 1990

    For instruction on using AND and other connectors, type Help CONNECTORS.
    For a list of record fields, type Help FIELDS.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                     MATCHES:  [number]
-------------------------- NUMERIC HELP (1 of 2) --------------------------

     Use either the FIND or the BROWSE command:

     *  FIND tells the computer to look for a specific standard number.

        -------------------------------------------  ----------------
                     Standard number:                    Examples:
        -------------------------------------------  ----------------
         Call Number                                   f cn f294.a7r4
         Music publisher Number                        f mn cd561
         International Standard Book Number (ISBN)     f bn 0816118507
         International Standard Serial Number (ISSN)   f sn 0079-5399
         Library of Congress Control Number (LCCN)     f lc 72-122324

    For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help    Back    More    CHOose    Quit
COMMAND:
```

NOTE:

The Subgroup recommends that cn be used for the call number search most likely to be used by the majority of patrons, rather than **c#**. The use of **c#** forces the user to use the shift to obtain the special character. This is something that should be avoided if at all possible. For this reason and the fact that it is also the simplest mnemonic, **cn** for Call Number should be the one used most often.

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
-------------------------- NUMERIC HELP (2 of 2) --------------------------


    * BROWSE tells the computer to begin browsing one of the standard
       number lists at the standard number you have typed. The Call Number
       list is the most useful standard number list to browse.

                            --------------------
                                 Examples:
                             --------------------
                             bro cn m
                             bro cn m1503
                             bro cn m1503.v484



--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
------------------------- LIMITING COMMAND SEARCHES -----------------------

The limit command is used to decrease the number of your search results.
This is accomplished by adding further field labels and search terms to
your original search.  Retyping the search is unnecessary.  For example:

         f su japan  ---------------> results in over 2900 matches

The above search can be limited by various field labels and search terms.

   Typing:  lim au reischauer --- Would result in: --->  15 matches
            lim ti samurai -------------------------->  25 matches
            lim su commerce -------------------------> 154 matches
            lim pd 1991 ----------------------------->  37 matches
            lim lg japanese -------------------------> 171 matches
            lim fo maps ----------------------------->   6 matches

     Note: For a list of all field labels, type Help FIELDS.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:
```

NOTE:

This screen will need to be updated periodically to be more topical and reflect a more accurate number of matches.

```
YOUR SEARCH:  [search statement]                    MATCHES:  [number]
------------------------------ GUIDED SEARCH ------------------------------

    Select a guided searching option from the list below. Type the option's
two-letter code on the COMMAND line below, then press the ENTER key.

                    To search by:                  Type:

               *  Author                            AU
               *  Title                             TI
               *  Author and title                  AT
               *  Subject                           SU
               *  Call number                       CN

    You can select any of these options from any screen by typing its
two-letter code.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back    AU    TI    AT    SU    CN    CHOose    Quit
COMMAND:
```

NOTE:

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.

```
                     GUIDED AUTHOR SEARCH

*  BROWSE author list.  Type the author's name in the box below, then press
     the ENTER key.  Example 1:  hemingway, ernest
                     Example 2:  american geological society
   _____________________________________________________________________
  |                                                                     |
  |_____________________________________________________________________|

Press the TAB key to switch typing areas.  Fill in one box only.

*  KEYWORD author search. Type any word or phrase from the author's name in
     the box below, then press the ENTER key.  Example:  geological
   _____________________________________________________________________
  |                                                                     |
  |_____________________________________________________________________|

---- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
COMMAND:
```

NOTE:

Selecting the Help option on this screen takes users to GUIDED AUTHOR HELP (p. 51).

[screen ID LPAM03]

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
-------------------- GUIDED AUTHOR HELP (1 of 2) -------------------------


     Authors may include editors, compilers, composers, performers, or
illustrators.  Groups such as businesses, associations, government
agencies, or conferences are also authors.  You may do either a BROWSE or
a KEYWORD search:

     *  BROWSE author list tells the computer to begin browsing the
         alphabetical author list at the term you have typed.

         ---------------------------------   --------------
          BROWSE works best when you know:      Examples:
         ---------------------------------   --------------
           Beginning of person's last name     solzhen
           Only a person's last name           solzhenitsyn

     For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
-------------------- GUIDED AUTHOR HELP (2 of 2) ------------------------

          -----------------------------------   -----------------
             BROWSE works best when you know:        Examples:
          -----------------------------------   -----------------
           Beginning of a group's name            london philharm
           Person's last name & first initial     eliot, t
           Persons without surnames               henry viii
                                                  marie de france

     * KEYWORD tells the computer to find the term you have typed anywhere
        it occurs in the author's name.
          --------------------------------   -----------
          KEYWORD works best when you know:    Examples:
          --------------------------------   -----------
              A word or phrase in a name       red cross
                                               marquez

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
                         GUIDED TITLE SEARCH

 *  BROWSE title list.  Type the beginning word(s) of the title in the box
      below, then press the ENTER key.  If the first word is A, AN, or THE
      (or its foreign equivalents), omit it.  Example 1:  tale of two cities
                                             Example 2:  sun also rises
   ______________________________________________________________________
  |                                                                      |
  |______________________________________________________________________|

 Press the TAB key to switch typing areas.  Fill in one box only.

 *  KEYWORD title search.  Type a word or phrase from anywhere in the title
      in the box below, then press the ENTER key.  Example:  two cities
   ______________________________________________________________________
  |                                                                      |
  |______________________________________________________________________|

 ---- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
 Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
 COMMAND:
```

NOTE:

Selecting the Help option on this screen takes users to GUIDED TITLE HELP (p. 54).

[screen ID LPAM06]

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
----------------------- GUIDED TITLE HELP (1 of 2) -----------------------

     Titles may include subtitles, journal titles, series titles, or trans-
lated titles.  You may do either a BROWSE or a KEYWORD search:

     *  BROWSE tells the computer to begin browsing the alphabetical
          title list at the term you have typed.
          ---------------------------------  -------------------
           BROWSE works best when you know:        Examples:
          ---------------------------------  -------------------
            The beginning of a title           decline and fall
            A single-word title                time

     Note:  If the first word of a title is A, AN, or THE (or its foreign
             equivalents), omit it.

     For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

NOTE:

The hyphenation of the word at the end of the first line is intentional to achieve a pleasing graphic display.

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
----------------------- GUIDED TITLE HELP (2 of 2) -----------------------



    *  KEYWORD tells the computer to find the word or phrase you have typed
         anywhere it occurs in the title.

         -----------------------------------  ----------------
          KEYWORD works best when you know:     Examples:
         -----------------------------------  ----------------
           A word or phrase in a title           meltdown
                                                 wounded knee



--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help    Back    More    CHOose    Quit
COMMAND:
```

```
                    GUIDED AUTHOR-TITLE SEARCH

Use both boxes to do a combined author and title search.

*  AUTHOR keyword.  Type any word or phrase from the author's name in the
     box below.  Example:  angelou
  ____________________________________________________________________
 |                                                                    |
 |____________________________________________________________________|

Press the TAB key.

*  TITLE keyword.  Type a word or phrase from anywhere in the title in the
     box below, then press the ENTER key.  Example:  caged bird
  _____________________________________________________________________
 |                                                                     |
 |_____________________________________________________________________|
---- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
COMMAND:
```

NOTE:

Selecting the Help option on this screen takes users to GUIDED AUTHOR-TITLE HELP (p. 57).

[screen ID LPAM07]

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
--------------------- GUIDED AUTHOR-TITLE HELP (1 of 2) --------------------


     An author-title search is a combined search.  It tells the computer to
find BOTH:

           the AUTHOR keyword or phrase you have typed, anywhere
             it occurs in an author's name

     AND ...

           the TITLE keyword or phrase you have typed, anywhere
             it occurs in a title.

     The computer will then display any records meeting both requirements.


       For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
------------------ GUIDED AUTHOR-TITLE HELP (2 of 2) ---------------------


  ---------------------------------------  ------------  ---------------
               If you know:                  Use both:       Examples:
  ---------------------------------------  ------------  ---------------
    A person's last name                     upper box     einstein
            AND                                 AND
    A word or phrase from the title          lower box     relativity


    A word or phrase from a group's name     upper box     red cross
            AND                                 AND
    A word or phrase from the title          lower box     water safety



--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
                         GUIDED SUBJECT SEARCH

     For best results, use Library of Congress subject headings.  Lists of
of these headings are available in each Reference Department.

* BROWSE subject list. Type the beginning word(s) of a subject heading in
    the box below, then press the ENTER key.  Example 1:  ships--history
                                               Example 2:  green movement
 ________________________________________________________________________
|                                                                        |
|________________________________________________________________________|

Press TAB key to switch typing areas.  Fill in one box only.

* KEYWORD subject search. Type a word or phrase in the box below, then
    press the ENTER key.  Example:  green
 ________________________________________________________________________
|                                                                        |
|________________________________________________________________________|

---- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
COMMAND:
```

NOTE:

Selecting the Help option on this screen takes users to GUIDED SUBJECT HELP (p. 60).

[screen ID LPAM05]

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
----------------------- GUIDED SUBJECT HELP (1 of 3) ---------------------

     Effective subject searches require using the standardized subject
headings assigned by the Library of Congress.  These headings may differ
from popular terms.  For example:

    ----------------------------  -----------------------------------
              Instead of:                The Library of Congress uses:
    ----------------------------  -----------------------------------
     frisbees                       flying discs (game)
     multinational corporations     international business enterprises
     vcr                            video tape recorders and recording

To determine the correct standardized term, consult the Library of Congress
Subject Headings, available in the Main and Science Library reference
departments.

  For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                    MATCHES:  [number]
------------------------ GUIDED SUBJECT HELP (2 of 3) ---------------------

     You may do either a BROWSE or a KEYWORD search:

     *  BROWSE subject list tells the computer to begin browsing the
         alphabetical subject list at the term you have typed.

         --------------------------------------  -----------------------
            BROWSE works best when you know:             Examples:
         --------------------------------------  -----------------------
          The beginning of the subject heading     mozart
                                                   environmental
                                                   luxemb
                                                   american federation
                                                   ships--history

    For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help    Back    More    CHOose    Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                     MATCHES:  [number]
----------------------- GUIDED SUBJECT HELP (3 of 3) ---------------------


       *  KEYWORD tells the computer to find the term you have typed anywhere
           it occurs in the subject heading.

           -----------------------------------   ---------------
                 Use keyword if you know:            Examples:
           -----------------------------------   ---------------
             A word or phrase in a subject          drinking
               heading                              day care
                                                    atlanta
                                                    north dakota
                                                    olympic
                                                    du pont
                                                    iliad


--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
                    GUIDED CALL NUMBER SEARCH

* BROWSE call number list. Type the call number in the box below, then
    press the ENTER key.  You may enter as much of the call number as you
    wish.  Omit library symbols for special locations or size, such as
    Folio, Main Ref, Georgia Room.  Example:  vm15
 ___________________________________________________________________________
|                                                                           |
|___________________________________________________________________________|

Press TAB key to switch typing areas.  Fill in one box only.

* SPECIFIC call number search.  Type the complete call number in the box
    below, then press the ENTER key.  Example:  hc79.e5m353 1990
 ___________________________________________________________________________
|                                                                           |
|___________________________________________________________________________|

---- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
COMMAND:
```

NOTE:

Selecting the Help option on this screen takes users to GUIDED CALL NUMBER HELP (p. 64).

[screen ID LPAM04]

```
YOUR SEARCH:  [search statement]                           MATCHES:  [number]
-------------------- GUIDED CALL NUMBER HELP (1 of 2) ---------------------


     You may do either a BROWSE or a SPECIFIC call number search:

     *  BROWSE call number tells the computer to begin browsing the call
         number list at the call number you have typed.

         ---------------------------------   -------------
              Use BROWSE if you know:          Examples:
         ---------------------------------   -------------
           The beginning of a call number         f294
                                                  qp86


     For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
-------------------- GUIDED CALL NUMBER HELP (2 of 2) --------------------


     *  SPECIFIC call number search tells the computer to find the exact
         call number you have typed.

         --------------------------------------  -----------------
          Use SPECIFIC call number if you know:      Examples:
         --------------------------------------  -----------------
                 The exact call number            f294.a7r4
                                                  qp86.a3515 1991


      Note:  To search other specific standard numbers such as the
               International Standard Book Number (ISBN) or the Library
               of Congress Control Number (LCCN), you must use commands.
               For instruction, type Help NUMERIC, then press the ENTER key.


--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
----------------------------- GUIDED LIMIT SCREEN ------------------------

     To decrease results, type additional search terms on one or more of the
following lines, then press the ENTER key.  Use the TAB key to move between
lines.

     AUTHOR keyword:
      TITLE keyword:
    SUBJECT keyword:
DATE of publication:
           LANGUAGE:
             FORMAT:
  PUBLISHER keyword:

        Examples:   for DATE:       for LANGUAGE:       for FORMAT:
                      1990-           spanish             journal
                      1980-1990       german              map
                      -1865           french              printed music

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help    Back    AU    TI    AT    SU    CN    Quit
COMMAND:
```

NOTES:

Concerning the words used for FORMAT: A variety of commonly used words, likely to be understood by the majority of the users of the online catalog, should all be "mapped" to invoke the associated library jargon. For example, if a patron uses any of the following words: video, videotape, videocassette, videodisc, etc., they would get what the MARC record calls media.

Concerning the entry of DATES using hyphens: The use of hyphens to indicate prior to, after, and between is the most intuitive for the majority of users.

[screen ID LPAM08]

```
YOUR SEARCH:  [search statement]                        MATCHES: [number]
------------------------ RELATED AUTHOR/NAME(S) -------------------------

     Listed below are the author/name headings associated with the title
just displayed, and the number of titles linked to each one.

     To display a list of these titles, select one or more of the author/
name headings below.  Type the number shown to the left of each heading on
the COMMAND line, then press the ENTER key.  Example 1: 1,3  Example 2: 3-7

          Author/name headings:                     Number of titles:

      1  [heading]                                     [number]
      2  [heading]                                     [number]
      3  [heading]                                     [number]




--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   Quit
COMMAND:
```

NOTE:

The following should display at the bottom of every bibliographic record:

```
--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   Next   PRevious   List   BRief   GUIDED   CHOose   Quit
For related titles, type either RAUthor, RSUbject, RSEries, or CAll#
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES: [number]
------------------------- RELATED SUBJECT(S) ---------------------------

     Listed below are the subject headings associated with the title just
displayed, and the number of titles linked to each one.

     To display a list of these titles, select one or more of the subject
headings below.  Type the number shown to the left of each heading on the
COMMAND line, then press the ENTER key.  Example 1: 1,3   Example 2: 3-7

          Subject headings:                       Number of titles:

      1  [heading]                                      [number]
      2  [heading]                                      [number]
      3  [heading]                                      [number]



--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   Quit
COMMAND:
```

NOTE:

The following should display at the bottom of every bibliographic record:

```
--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   Next   PRevious   List   BRief   GUIDED   CHOose   Quit
For related titles, type either RAUthor, RSUbject, RSEries, or CAll#
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES: [number]
--------------------------- RELATED SERIES -------------------------------

     Listed below are the series associated with the title just displayed,
and the number of titles linked to each one.

     To display a list of these titles, select one or more of the series
below.  Type the number shown to the left of each heading on the COMMAND
line, then press the ENTER key.  Example 1:  1,3    Example 2:  3-7

          Series:                                Number of titles:

      1  [heading]                                    [number]
      2  [heading]                                    [number]
      3  [heading]                                    [number]




--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   Quit
COMMAND:
```

NOTE:

The following should display at the bottom of every bibliographic record:

```
--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   Next   PRevious   List   BRief   GUIDED   CHOose   Quit
For related titles, type either RAUthor, RSUbject, RSEries, or CAll#
COMMAND:
```

```
YOUR SEARCH:  [search statement]                    MATCHES:  [number]
-----------------------------------------------------------------------

               NOTHING has been found matching your search:

    [search statement ... ]

Do the following:

  * Check spelling, and spacing between words.

  * Redo the search, using instructions appropriate to your search method:

         GUIDED search:  Type either AU, TI, AT, SU, or CN below, then
                           press the ENTER key.
        COMMAND search:  Type your command and search terms below, then
                           press the ENTER key.

  * Type Help, then press the ENTER key.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help    Back    AU    TI    AT    SU    CN    CHOose    Quit
COMMAND:
```

NOTES:

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

The "NOTHING has been found..." line should be centered if possible. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Check, Redo, and Type).

Selecting the Help option on this screen takes users to NO MATCHES HELP (p. 71).

```
YOUR SEARCH:  [search statement]                     MATCHES:  [number]
----------------------------- NO MATCHES HELP -----------------------------

     When your search results in no matches, you may need instruction in one
of the topics listed below.  Choose either a GUIDED or a COMMAND topic,
type its number on the COMMAND line below, then press the ENTER key.

      -----------------------------     ----------------------------
          For GUIDED searches:              For COMMAND searches:
      -----------------------------     ----------------------------
        1  Author searches                  6  Author searches
        2  Title searches                   7  Title searches
        3  Subject searches                 8  Subject searches
        4  Author/title searches            9  Combination searches
        5  Call number searches            10  Numeric searches


     For additional topics, type Help, then press the ENTER key.
     For further assistance, consult a librarian.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
COMMAND:
```

NOTE:

Selecting the Help option on this screen takes users to the main Help Menu (p. 12).

```
                         [LESS THAN 2,000 HEADINGS]

YOUR SEARCH:  [search statement]                         MATCHES:  [number]
----------------------------------------------------------------------------
           [number] HEADINGS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Display search results.  Type Display, then press the ENTER key.

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.

    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim pd 1989-1991
                      Example 2:  lim su biography
        For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
LIMit   Display   Help   Back   AU   TI   AT   SU   CN   Quit
COMMAND:
```

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

```
                         [LESS THAN 2,000 RECORDS]

YOUR SEARCH:  [search statement]                          MATCHES:  [number]
-----------------------------------------------------------------------------
           [number] RECORDS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Display the results of your search. Type Display, then press the ENTER key.

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.

    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim pd 1989-1991
                      Example 2:  lim su biography
        For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
LIMit   Display   Help   Back   AU   TI   AT   SU   CN   Quit
COMMAND:
```

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

```
                      [2,000 - 32,000 HEADINGS]

YOUR SEARCH:  [search statement]                        MATCHES:  [number]
----------------------------------------------------------------------------
           [number] HEADINGS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim pd 1989-1991
                      Example 2:  lim su biography
        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Results will not be ar-
  ranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
LIMit   Display   Help   Back   AU   TI   AT   SU   CN   Quit
COMMAND:
```

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

[2,000 - 32,00 RECORDS]

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
----------------------------------------------------------------------------
            [number] RECORDS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim pd 1989-1991
                      Example 2:  lim su biography
        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Results will not be ar-
  ranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
LIMit   Display   Help   Back   AU   TI   AT   SU   CN   Quit
COMMAND:
```

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

```
                    [GREATER THAN 32,000 HEADINGS]

YOUR SEARCH:  [search statement]                      MATCHES:  [number]
----------------------------------------------------------------------------
           [number] HEADINGS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim pd 1989-1991
                      Example 2:  lim su biography
        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
LIMit   Display   Help   Back   AU   TI   AT   SU   CN   Quit
COMMAND:
```

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

```
                        [GREATER THAN 32,000 RECORDS]

YOUR SEARCH:  [search statement]                         MATCHES:  [number]
----------------------------------------------------------------------------
            [number] RECORDS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim pd 1989-1991
                      Example 2:  lim su biography
        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ----------------------------------- UGA - UGA Library Catalog ---
LIMit   Display   Help   Back   AU   TI   AT   SU   CN   Quit
COMMAND:
```

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

GALIN:
Georgia Academic Library Information Network

IV. B: SCREENS for GCL - Georgia College Library Catalog

NOTE: The sample screen on each page ends with the COMMAND line. Some pages have explanatory notes in addition to sample screens.

Table of Contents for GCL Screens

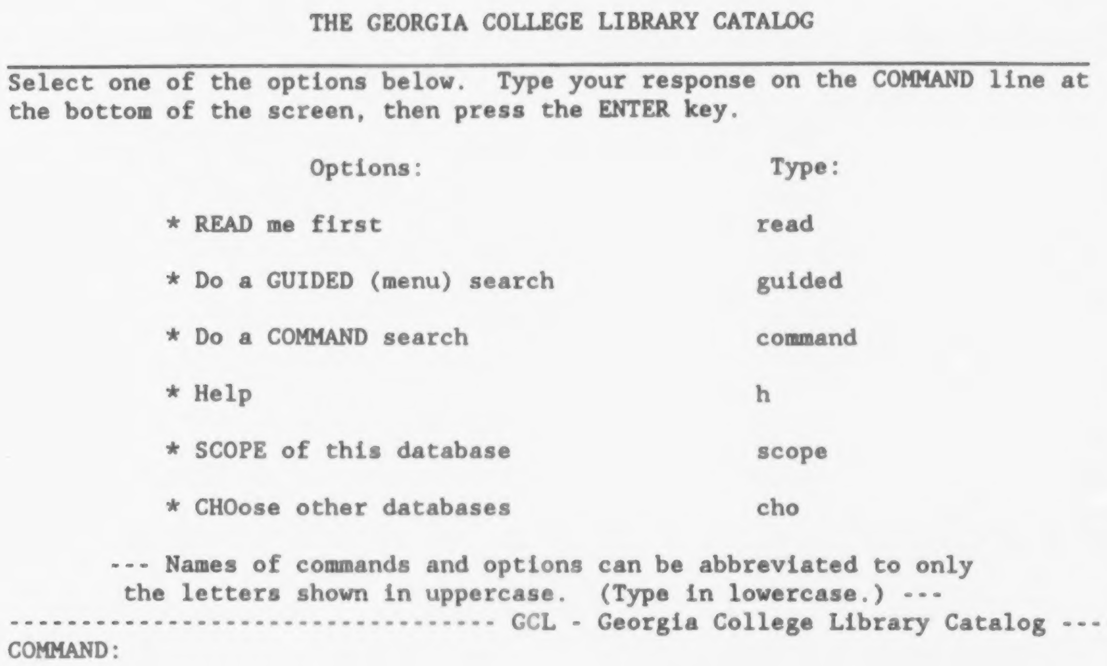
Note: Only screens unique to the GCL database are included here. For all other screens, see section IV. A: UGA - University of Georgia Libraries' Catalog. They would vary only with the database name shown in the lower right corner of each screen. Search examples are based on the UGA database. To be appropriate for the GCL database, they will need to be revised.

INTRODUCTORY SCREEN

The Georgia College Library Catalog....................80

COMMAND SEARCH HELP SCREENS

Scope of the GCL Catalog..............................81
Fields (2 of 3)..82
Numeric Help...83



```
                    THE GEORGIA COLLEGE LIBRARY CATALOG
___________________________________________________________________________
Select one of the options below.  Type your response on the COMMAND line at
the bottom of the screen, then press the ENTER key.

                    Options:                         Type:

          * READ me first                           read

          * Do a GUIDED (menu) search               guided

          * Do a COMMAND search                     command

          * Help                                    h

          * SCOPE of this database                  scope

          * CHOose other databases                  cho

      --- Names of commands and options can be abbreviated to only
       the letters shown in uppercase.  (Type in lowercase.) ---
---------------------------------- GCL - Georgia College Library Catalog ---
COMMAND:
```

NOTE:

Typing **command** on this screen takes users to BASICS OF COMMAND SEARCHING.

```
YOUR SEARCH:  [search statement]                           MATCHES:  [number]
------------ SCOPE OF THE GEORGIA COLLEGE LIBRARY CATALOG -----------------


     Georgia College is located in Milledgeville, Georgia.  The Library has
a collection of approximately 90,000 volumes.

     Special collections included in the holdings of the library are:  the
Flannery O'Connor Collection of manuscripts and O'Connor's personal library;
the James C. Bonner Collection of primary source materials on nineteenth
century Georgia; and the U. Erwin Sibley Collection focusing on middle
Georgia during the period of 1900 through 1978.

     The Georgia College Library's telephone number is:  (912) 453-5573




---- OPTIONS ---------------------- GCL - Georgia College Library Catalog ---
Help   Back   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                       MATCHES:  [number]
--------------------------- FIELDS (2 of 3) ----------------------------

---------------- ----- ---------------------- -----------------------
     FIELD       LABEL       EXAMPLE 1                EXAMPLE 2
---------------- ----- ---------------------- -----------------------
Publication date  pd   f au darwin and pd 1859 f ti dna and pd 1990-
                       f au tan and pd -1991   f su gulf and pd 1990-1991
Publisher         pu   f su food and pu wiley  f au clancy and pu putnam
Place published   pl   f su trade and pl tokyo f ti opera and pl paris

Format            fo   f su athens and fo maps f su bonds and fo serials
Language *        lg   f au cicero and lg latin f su homer and lg english
Call number       c#   bro c# vm15             f c# vm15.b6

       For additional fields, type m, then press the ENTER key.

    * Use the English name for the language.
      For example:  german, not deutsch; french, not francais

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

NOTE:

Since there are no piece records in GCL, the **cn** field label does not exist, and **c#** must be used to search call numbers.

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
--------------------------- NUMERIC HELP (1 of 2) -------------------------


     Use either the FIND or the BROWSE command:

     *  FIND tells the computer to look for a specific standard number.

       -------------------------------------------   ----------------
                    Standard number:                     Examples:
       -------------------------------------------   ----------------
        Call number                                  f c# f294.a7r4
        Music publisher Number                       f mn cd561
        International Standard Book Number (ISBN)    f bn 0816118507
        International Standard Serial Number (ISSN)  f sn 0079-5399
        Library of Congress Control Number (LCCN)    f lc 72-122324


    For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------- GCL - Georgia College Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

NOTE:

Since there are no piece records in GCL, the **cn** field label does not exist, and **c#** must be used to search call numbers.

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
-------------------------- NUMERIC HELP (2 of 2) --------------------------


     *  BROWSE tells the computer to begin browsing one of the standard
         number lists at the standard number you have typed. The Call number
         list is the most useful standard number list to browse.

                               --------------------
                                    Examples:
                                --------------------
                                 bro c# m
                                 bro c# m1503
                                 bro c# m1503.v484



--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help    Back    More    CHOose    Quit
COMMAND:
```

NOTE:

Since there are no piece records in GCL, the **cn** field label does not exist, and **c#** must be used to search call numbers.

GALIN:
Georgia Academic Library Information Network

IV. C: SCREENS for EAI - Expanded Academic Index

NOTE: The sample screen on each page ends with the COMMAND line. Some pages have explanatory notes in addition to sample screens.

Table of Contents for EAI Screens

INTRODUCTORY SCREEN

The Expanded Academic Index Menu........................88

COMMAND SEARCH HELP SCREENS

Help Menu...89
Read Me First: Message to New Users.....................90
Scope of the Expanded Academic Index....................91
Commands and Options....................................92
Displays..96
Basics of Command Searching.............................99
Fields...102
Connectors...103
Connectors: AND..104
Connectors: OR...105
Connectors: NOT..106
Connectors: WITH.......................................107
Connectors: NEAR.......................................108
Command Author Help....................................109
Command Title Help.....................................111
Command Subject Help...................................114
Combination Search Help................................118
Limiting Command Searches..............................119
Journal Call Numbers...................................120

GUIDED SEARCH & HELP SCREENS

Guided Search..121
Guided Author Search...................................122
  Guided Author Help...................................123
Guided Title Search....................................125
  Guided Title Help....................................126
Guided Author-Title Search.............................128
  Guided Author-Title Help.............................129
Guided Subject Search..................................131
  Guided Subject Help..................................132
Guided Limit Screen....................................135

RELATED TITLES SCREENS

Related Author/Name(s)....................................136
Related Subjects..137

SYSTEM RESPONSE SCREENS

No Matches..138
  No Matches Help...139
Less than 2,000 Headings..................................140
Less than 2,000 Records...................................141
2,000 - 32,000 Headings...................................142
2,000 - 32,000 Records....................................143
Greater than 32,000 Headings..............................144
Greater than 32,000 Records...............................145

```
                         EXPANDED ACADEMIC INDEX
_____________________________________________________________________________
Select one of the options below.  Type your response on the COMMAND line at
the bottom of the screen, then press the ENTER key.

                Options:                                  Type:

        * READ me first                                   read

        * Do a GUIDED (menu) search                       guided

        * Do a COMMAND search                             command

        * Help                                            h

        * SCOPE of this database                          scope

        * CHOose other databases                          cho

    --- Names of options and commands can be abbreviated to only
    the letters shown in uppercase.  (Type in lowercase.) ---
------------------------------------------ EAI - Expanded Academic Index ---
COMMAND:
```

NOTE:

Typing **command** on this screen takes users to BASICS OF COMMAND SEARCHING (pp. 99-101).

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
------------------ HELP MENU for EXPANDED ACADEMIC INDEX -----------------

     Select your topic, type its number, then press the ENTER key.

       1   Message to New Users            11   Connectors:  OR
       2   Scope of this database          12   Connectors:  NOT
       3   Dial-in Access                  13   Connectors:  WITH
       4   Keyboard Operation              14   Connectors:  NEAR
       5   Commands and Options            15   Command Author Searching
       6   Displays                        16   Command Title Searching
       7   Basics of Command Searching     17   Command Subject Searching
       8   Fields                          18   Combination Searching
       9   Introduction to Connectors      19   Limiting Command Searches
      10   Connectors:  AND                20   Index to Help Topics
                                           21   Journal Call Numbers

     For further assistance, go to the Main or Science Library Reference
Desk, or call Main - (706) 542-3251 or Science - (706) 542-0698.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Back   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
------------------ READ ME FIRST:  Message to New Users ------------------

 Two methods of searching are available:  COMMAND and GUIDED.

 *  COMMAND searching is flexible and powerful.  Commands and search terms
can be typed on any screen.  You may use advanced techniques such as
connectors (AND, OR, NOT), and limit searches (by language, date, etc.).

                 Example 1:  browse ti port
                 Example 2:  find ti port and su wine

   For help with command searching, type h, then press the ENTER key.

 *  GUIDED searching is done on specific screens (author, title, subject,
etc.) on which you type only your search terms.  Since the commands are
built-in, no knowledge of commands is necessary.

   To begin a guided search, type GUIDED, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   GUIDED   Quit
COMMAND:
```

NOTE:

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
----------------- SCOPE OF EXPANDED ACADEMIC INDEX -------------------------

     EAI is a broad, interdisciplinary database covering the major
humanities, social sciences, and non-technical general science subjects.
Updated monthly, it includes references to the articles in approximately
1,500 scholarly and general-interest journals.  Coverage begins in the
late 1980s.

     Searching EAI is done using either the guided search screens or the
same commands that are used in the UGA Catalog.

     Data included in a typical EAI record are:  name of the author of an
article, title of the article, name of the journal where the article was
published, volume and page numbers, date of publication.  Many EAI records
include abstracts and notes.


(The Expanded Academic Index is a product of the Information Access Co.)

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   GUIDED   CHOose   Quit
COMMAND:
```

NOTE:

This screen should also indicate the period of coverage, including the date of the latest update (for example: 1988 - 3/1992).

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
---------------------- COMMANDS & OPTIONS (1 of 4) -------------------------

Commands and options tell the computer what you want it to do. Listed below
are four kinds:  Navigation; Search; Display; and Help.  You may abbreviate
commands and options by using only the letters shown in uppercase type.

      * Navigation:                                COMMAND      EXAMPLE
                                                 ------------  ----------
          Go to next screen                        More          m
          Go to preceding screen                   Back          b
          Go to next record                        Next          n
          Go to previous record                    PRevious      pr
          Go back to a list                        List          l
          Go to menu for this database             NEW           new
          Go to a list of databases                CHOose        cho
          End your search session                  Quit          q

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ------------------------------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
---------------------- COMMANDS & OPTIONS (2 of 4) -------------------------

* Search (COMMAND searching only):          COMMAND          EXAMPLE
                                          ------------  ---------------------
    Search for a term                       Find           f su space stations
    Search for a heading beginning with     Find EXACT     f exact ti hawaii
       a word or phrase
    Browse author, title, subject           BROwse         bro au jackson, jes
    Narrow a previous search                LIMit          lim pd 1991
    Revise your search statement            REvise         re

* Search (GUIDED searching only):

    Begin a new guided search               GUIDED         guided
    Narrow a previous search                LIMit          lim

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
---------------------- COMMANDS & OPTIONS (3 of 4) ------------------------


* Search related titles:                        COMMAND        EXAMPLE
                                              -------------    ---------
    See related titles by author/name(s)       RAUthor           rau
    See related titles on subject(s)           RSUbject          rsu


* Display:

    Display items from a list            <type line number(s)>   1,3-5
    Display more than 200 search results       Display           d


 For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                    MATCHES:  [number]
---------------------- COMMANDS & OPTIONS (4 of 4) -------------------------

* Display (continued):                              COMMAND       EXAMPLE
                                                  -----------  ------------
    MARC record                                     MArc          ma
    Sort titles into a different order:
       Ascending (oldest to newest date or A-Z)     SOrt          so pd asc
       Descending (newest to oldest date or Z-A)    SOrt          so ti desc
    Combine headings to eliminate duplicate         COMbine       com 2-7
       records

* Help:

    Keyboard operation                              KEYS          keys
    Message to new users (Read me first)            READ          read
    Contents of this database                       SCOPE         scope
    Go to a help screen                             Help          h
    Go to a specific help topic                     Help <topic>  h fields

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
------------------------------ DISPLAYS (1 of 3) ---------------------------

    There are two major types of displays:  lists of headings or titles,
 and article citations.

 * Lists

   These consist of one-line headings or titles.  The information in these
     lists varies.  For example:

     - Lists of subject headings show the number of titles on each subject.

     - Lists of authors show the number of titles by each author.

     - Lists of individual titles show the author and publication date of
         each title.

  For further instruction, type m, then press the ENTER key.

--- OPTIONS ------------------------------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

NOTE:

Since this is a help screen for the general public, the MARC record display is not mentioned. The capability of searching the MARC record is documented on COMMANDS & OPTIONS (p. 95).

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
---------------------------- DISPLAYS (2 of 3) --------------------------

    Lists are usually arranged alphabetically.  However, lists of titles on
a subject, and lists of titles resulting from a search of two or more
record fields are arranged by publication date, with the most recent first.

    To navigate FORWARD within a multi-screen list:
       -  one screen at a time, type m.
       -  more than one screen at a time:  type m, a space, and the number
            of headings or titles you want to skip.  For example:  m 100
            would skip forward 100 headings or titles in the list.

    To navigate BACKWARD within a multi-screen list:
       -  one screen at a time, type b.
       -  more than one screen in a list:  type b, a space, and the number
            of headings or titles you want to skip.  For example:  b 100
            would skip back 100 headings or titles in the list.

 For further instruction, type m, then press the ENTER key.
--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
----------------------------- DISPLAYS (3 of 3) --------------------------


* Article citations which include:

             Title of the article
             Author of the article
             Title of the periodical in which the article appears
             Date of the article's publication, volume number, issue
               number, and beginning page number and length (in number
               of pages)
             Subject headings
             Notes and abstracts (for some citations)



--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                     MATCHES:  [number]
---------------- BASICS OF COMMAND SEARCHING (1 of 3) --------------------

     BROWSE and FIND are the two basic commands.  Command searches require
at least three elements that together form a search statement:

        COMMAND        +     FIELD LABEL       +     SEARCH TERM
   tells the computer     tells the computer      tells the computer
      what to do:           where to look:         what to look for:

        BROwse              AU (for author)           Your terms
        Find                TI (for title)
                            SU (for subject)


               Examples:  bro au mcfeely, william
                          f su whales

     For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
---------------- BASICS OF COMMAND SEARCHING (2 of 3) --------------------

     Here are examples of basic search statements, and what they mean:

 *  BROWSE search example:    bro au asimov, isaac

      This tells the computer:  Begin BROwsing the AUthor index at the
        words "asimov, isaac" and display that list.  Note: BROWSE searches
        can be done using author (au), title (ti), or subject (su) field
        labels.

 *  FIND search example:    f au asimov and ti space and pd 1991

      This tells the computer:  Find any record with an author's name
        "asimov", a title that includes the word "space", and a publication
        date 1991.  Display records meeting all three requirements.

     For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
---------------- BASICS OF COMMAND SEARCHING (3 of 3) --------------------

     Searches can be narrowed or broadened by connecting search terms from
any field in the record:

COMMAND + FIELD LABEL + SEARCH TERM + CONNECTOR + FIELD LABEL + SEARCH TERM
-------   -----------   -----------   ---------   -----------   -----------
   f          au         chomsky         and          ti         revolution
   f          ti         color           or           ti         colour
   f          su         hostages        and          pd         1991
   f          su         drug abuse      and          ot         table
-------   -----------   -----------   ---------   -----------   -----------

     The publication date field is used primarily to narrow a search.  For
further explanation, type Help FIELDS.

    For further explanation of connectors, type Help CONNECTORS.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help    Back    More    CHOose    Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
------------------------------- FIELDS ------------------------------------

     Each record in the EAI database is divided into labeled categories
called fields.  Knowledge of what those fields are and how to use them to
construct search statements is required for command searching.

----------------- ----- ----------------------- -----------------------
      FIELD       LABEL        EXAMPLE 1                EXAMPLE 2
----------------- ----- ----------------------- -----------------------
 Article Author     au    bro au sontag, s        f au sonnenberg, nina
 Title (of article  ti    bro ti deep ecology     f ti 21st century
  & journal)              bro ti science          f ti people weekly
 Subject            su    bro su acid rain        f su tibet--history
 Other text         ot    f ot chronology         f ot illustration
 All of the above   all   f all bly               f all brodsky

 Publication date   pd    f au cox and pd 1991
                          f ti georgia review and pd 1991

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
-------------------------------- CONNECTORS ------------------------------

     Connectors are used to relate terms in a search statement by logic
(AND, OR, NOT), or by position (NEAR, WITH).

----------  ----------------------------  -----------------------------
 CONNECTOR   Finds any record containing:            EXAMPLES
----------  ----------------------------  -----------------------------
    AND       Both terms                     f au asimov and ti space
     OR       Either term                    f su gold or su silver
    NOT       One term without the other     f su africa and not south
   NEAR       Both terms in any order        f ti child n2 abuse
                in same record field
   WITH       Both terms in specified order  f ti free w3 press
                in same record field

For further explanation, type Help and the connector.  For example: Help OR

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:
```

NOTE:

The Subgroup strongly and unanimously recommends that the word "Boolean" not be used in the text of this screen. We feel it would be confusing and perhaps intimidating to a not insignificant number of new and less experienced users. If patrons already know about Boolean algebra or Boolean logic, the omission of that word should not interfere with their understanding of the explanation on this screen. The Subgroup's philosophy is to avoid the use of jargon and unfamiliar terms whenever possible. A fuller explanation of connectors, including the word "Boolean," is more appropriately reserved for future "Advanced Searching" screens.

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
------------------------------ CONNECTORS:  AND ----------------------------

                      AND narrows a search. For example:

                           f au asimov and ti space

    ---------------
    |   asimov    |
    |             |/----------------->  records containing BOTH terms
    |       //////|-------
    |       //////|      |
    --------//////       |
            |    space   |          The search would find records such as:
            |            |
            --------------            Asimov, Isaac.  Lost in space...
                                      Asimov, Isaac.  ...space exploration?


--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                            MATCHES:  [number]
-------------------------------- CONNECTORS:  OR ------------------------------

                     OR broadens a search.  For example:

                           f ti lemons or ti oranges
    ---------------
    |//////////////|
    |/// lemons //|/------------------->   records containing EITHER term
    |//////////////|-------                   or BOTH terms
    |/////////////////////|
    --------//////////////|
            |// oranges /|            The search would find records such as:
            |/////////////|
            --------------
                                            Still life with lemons
                                            Love of Three Oranges
                                            Oranges and lemons

--- OPTIONS ------------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
------------------------------ CONNECTORS:  NOT ----------------------------

              NOT eliminates terms from a search.  For example:

                         f ti stocks and not bonds

    ---------------
    |/////////////|   /--------->  records WITHOUT the second term
    |// stocks ///|
    |/////////////|
    |///////|-----|------         The search would find records such as:
    --------|-----|     |
            |   bonds   |            Bargain stocks in Japan
            |           |         but NOT:
            -------------            My stocks beat your bonds

                                  ... therefore, use NOT with caution!

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
----------------------------- CONNECTORS:  WITH -----------------------------

  WITH relates terms appearing in a specified order in the same record
field.  Because terms may be separated by any number of words, you must
indicate in your search statement the maximum number of intervening words.


The search statement:  f ti environmental w2 assessment

        Finds titles:  Canadian environmental assessment act...
                                ------------ ---------
                       Assessment of environmental...
                       ----------    ------------
                       Assessment of perceived environmental...
                       ----------              ------------

     In none of these titles is "assessment" more than 3 words to the right
of "environmental", and the two terms are always in the same order.

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
----------------------------- CONNECTORS:  NEAR ----------------------------

     NEAR relates terms appearing in any order in the same record field.
Because terms may be separated by any number of words, you must indicate in
your search statement the maximum number (including 0) of intervening words.


The search statement:  f ti environmental n2 assessment

        Finds titles:  Canadian environmental assessment act...
                                ------------- ----------
                       Assessment of environmental...
                       ----------    -------------
                       Assessment of perceived environmental...
                       ----------              -------------

     In none of these titles is "environmental" more than 2 words to either
the right or left of "assessment".

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
-------------------- COMMAND AUTHOR HELP (1 of 2) --------------------------


     Authors include authors of the articles and reviewers of books,
performances, recordings, etc.  Use either the BROWSE or the FIND command:

    *  BROWSE tells the computer to begin browsing the alphabetical author
          list at the term you have typed.
          -------------------------------------  --------------------------
            BROwse works best when you know:             Examples:
          -------------------------------------  --------------------------
            Beginning of person's last name        bro au gorb
            Only a person's last name              bro au gorbachev
            Person's last name & first initial     bro au buckley, w
            Persons without surnames               bro au diana, princess

 For further instruction, type m, then press the ENTER key.

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help    Back    More    CHOose    Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
-------------------- COMMAND AUTHOR HELP (2 of 2) -------------------------

     *  FIND tells the computer to find the term you have typed anywhere it
          occurs in the author's name.

          ------------------------------------   --------------------------
             Find works best when you know:              Examples:
          ------------------------------------   --------------------------
            Person's last name & first name        f au will, george
            Words in a name, but                   f au marquez and garcia
               not their order

     Caution: If your search terms include a word that is a connector (AND,
               OR, NOT) or field label (such as AU, TI, SU, or ALL),
               enclose it in quotation marks.  For example:

                           f au gal-"or," esther
                           f au "au," kathryn

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
------------------------ COMMAND TITLE HELP (1 of 3) ----------------------

     Titles include both titles of the articles and titles of the periodicals
containing the articles.  Use either the BROWSE or the FIND command:

     *  BROWSE tells the computer to begin browsing the alphabetical title
          list at the term you have typed.

          ---------------------------------  ---------------------------
           BROwse works best when you know:            Examples:
          ---------------------------------  ---------------------------
                A single-word title                bro ti dissent
                Beginning of a title               bro ti journal of applied

     Note:  If the first word of a title is A, AN, or THE (or its foreign
              equivalents), omit it.

     For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help    Back    More    CHOose    Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
----------------------- COMMAND TITLE HELP (2 of 3) ----------------------

*  FIND tells the computer to find any title that includes the term you
    have typed anywhere it occurs in the title.

          ---------------------------------  --------------------
                Use Find if you know:              Examples:
          ---------------------------------  --------------------
            A word or phrase in a title        f ti cultural diversity
            A word, but not its spelling       f ti perestr?
            Word variations (woman/women;      f ti wom?n
              theater/theatre)                 f ti theat?

*  Caution: If your search terms include a word that is a connector (AND,
    OR, NOT) or field label (such as AU, TI, SU, or ALL), enclose it in
    quotation marks.  If you do not, the computer will interpret it as ...

      For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
------------------------ COMMAND TITLE HELP (3 of 3) -----------------------


     *  (Caution continued)

        connectors or field labels and produce incorrect results.

       ----------------------------------   ------------------------------
             To find the title:                         Type:
       ----------------------------------   ------------------------------
        The Decline and Fall ...               f ti decline "and" fall
        To be or not to be ...                 f ti to be "or not" to be
        El general en su laberinto ...         f ti en "su" liberinto
        Au revoir les enfants                  f ti "au" revoir les enfants
        Abandon all science ...                f ti "all" science
        Shok ot pakta ...                      f ti shok "ot" pakta


--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
----------------------- COMMAND SUBJECT HELP (1 of 4) ---------------------

     Effective subject searches require using the standardized subject
headings based on those used by the Library of Congress.  These headings may
differ from popular terms.  For example:
           -------------   --------------------------------
             Instead of:     Expanded Academic Index uses:
           -------------   --------------------------------
             frisbees            flying discs (game)
             date rape           acquaintance rape
             doctors             physicians

For guidance on selecting a standardized term, consult the Library of
Congress Subject Headings (available in the Main and Science Library
reference departments).


  For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                       MATCHES:  [number]
----------------------- COMMAND SUBJECT HELP (2 of 4) ----------------------

     Use either the BROWSE or the FIND command:

     *  BROWSE tells the computer to begin browsing the alphabetical subject
         list at the term you have typed.

         -------------------------------------  -----------------------
            BROwse works best when you know:           Examples:
         -------------------------------------  -----------------------
          The beginning of the subject heading    bro su mozart
                                                  bro su stress
                                                  bro su alzh
                                                  bro su national rifle

     For further instruction, type m, then press the ENTER key.

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
---------------------- COMMAND SUBJECT HELP (3 of 4) ---------------------

       *  FIND tells the computer to find the term you have typed anywhere
           it occurs in the subject heading.

           -----------------------------------   -------------------------
               Use Find if you know only:                Examples:
           -----------------------------------   -------------------------
             A word or phrase in a subject          f  su spills
                                                    f  su day care
                                                    f  su atlanta
                                                    f  su louisiana
                                                    f  su olympic committee
                                                    f  su du pont
                                                    f  su tom sawyer

     For further instruction, type m, then press the ENTER key.


--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
---------------------- COMMAND SUBJECT HELP (4 of 4) ----------------------


     Caution: If your search terms include a word that is a connector (AND,
              OR, NOT) or field label (AU, TI, SU, or ALL), enclose it
              in quotation marks.  If you do not, the computer will
              interpret it as a connector or field label and produce
              incorrect results.

                          f su right "and" wrong
                          f su william "and" mary
                          f su voyage "au" centre de la terre
                          f su "all" terrain vehicles
                          f su "all" the king's men


--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                            MATCHES:  [number]
-------------------------- COMBINATION SEARCH HELP -----------------------

   You can tell the computer to search more than one record field at a time.
------------------------------------------- ------------------------------
             To search:                                 Examples:
------------------------------------------- ------------------------------
Co-authors' last names                      f au evans and au novak
Author's last name and -Title word          f au forehand and ti adolescent
                       -Subject heading word f au fallows and su japan

Title words                                 f ti pollution and ti air

Subject heading words                       f su germany and su economic
Subject heading word and -Publication Date  f su saddam and pd 1990


  For instruction on using AND and other connectors, type Help CONNECTORS.
  For a list of record fields, type Help FIELDS.

--- OPTIONS -------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
------------------------ LIMITING COMMAND SEARCHES -----------------------

The limit command is used to decrease the number of your search results.
This is accomplished by adding further field labels and search terms to
your original search.  Retyping the search is unnecessary.  For example:

          f su japan ---------------> results in over 1400 matches


The above search can be limited by various field labels and search terms.

   Typing:  lim au fallows ------ Would result in: --->   22 matches
            lim ti samurai -------------------------->   14 matches
            lim su family --------------------------->   14 matches
            lim pd 1991 -----------------------------> 1134 matches


     Note: For a list of all field labels, type Help FIELDS.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help    Back    CHOose    Quit
COMMAND:
```

NOTE:

This screen will need to be updated periodically to be more topical and reflect a more accurate number of matches.

```
YOUR SEARCH: [search statement]                            MATCHES:  [number]
--------------------------- JOURNAL CALL NUMBERS ----------------------------

            Call number and numeric searches are not valid in EAI.

   To find the call number for a publication, CHOose the UGA database by
typing cho uga, then:

 *  For GUIDED searches:

      - type TI, then press the ENTER key.
      - fill-in the top box with the title of the publication you wish to
          find, then press the ENTER key.  For example: journal of linguistics

 *  For COMMAND searches:

     - Do a BROwse TItle search for the publication you wish to find.  For
          example:  bro ti journal of applied ecology

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   TI   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
------------------------------- GUIDED SEARCH ------------------------------

    Select a guided searching option from the list below. Type the option's
two-letter code on the COMMAND line below, then press the ENTER key.


                 To search by:                 Type:

              *  Author                         AU
              *  Title                          TI
              *  Author and title               AT
              *  Subject                        SU


    You can select any of these options from any screen by typing its
two-letter code.


--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:
```

NOTE:

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.

```
                         GUIDED AUTHOR SEARCH

*  BROWSE author list.  Type the author's name in the box below, then press
     the ENTER key.  Example:  updike, john

  ________________________________________________________________________
 |                                                                        |
 |________________________________________________________________________|

Press the TAB key to switch typing areas.  Fill in one box only.

*  KEYWORD author search. Type any word or phrase from the author's name in
     the box below, then press the ENTER key.  Example:  marquez
  ________________________________________________________________________
 |                                                                        |
 |________________________________________________________________________|

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:
```

NOTE:

Selecting the Help option on this screen takes users to GUIDED AUTHOR HELP (p. 123).

[screen ID LPAM03]

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
-------------------- GUIDED AUTHOR HELP (1 of 2) -------------------------

     Authors include authors of the articles and reviewers of books,
performances, recordings, etc.  You may do either a BROWSE or a FIND search:

     *  BROWSE author list tells the computer to begin browsing the
        alphabetical author list at the word or phrase you have typed.

         ---------------------------------  ------------
          BROWSE works best when you know:    Examples:
         ---------------------------------  ------------
           Beginning of person's last name    gorb
           Only a person's last name          gorbachev


     For further instruction, type m, then press the ENTER key.


--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
-------------------- GUIDED AUTHOR HELP (2 of 2) -------------------------

         ------------------------------------   ------------
            BROWSE works best when you know:      Examples:
         ------------------------------------   ------------
          Person's last name & first initial     will, g
          Persons without surnames               diana

      *  KEYWORD tells the computer to find the term you have typed anywhere
          it occurs in the author's name.
         ----------------------------------  ------------
          KEYWORD works best when you know:    Examples:
         ----------------------------------  ------------
                  A word in a name              marquez


--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help    Back    More    CHOose    Quit
COMMAND:
```

```
                           GUIDED TITLE SEARCH

 *  BROWSE title list.  Type the beginning word(s) of the title in the box
      below, then press the ENTER key.  If the first word is A, AN, or THE
      (or its foreign equivalents), omit it.  Example:  scarlett
   ________________________________________________________________________
  |                                                                        |
  |________________________________________________________________________|

 Press the TAB key to switch typing areas.  Fill in one box only.

 *  KEYWORD title search.  Type a word or phrase from anywhere in the title
      in the box below, then press the ENTER key.  Example:  third world
   ________________________________________________________________________
  |                                                                        |
  |________________________________________________________________________|

 --- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
 Help   Back   AU   TI   AT   SU   CHOose   Quit
 COMMAND:
```

NOTE:

Selecting the Help option on this screen takes users to GUIDED TITLE HELP (p. 126).

[screen ID LPAM06]

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
------------------- GUIDED TITLE HELP (1 of 2) --------------------------

     Titles include both titles of the articles and titles of the periodicals
containing the articles.  You may do either a BROWSE or a KEYWORD search:

     *  BROWSE tells the computer to begin browsing the alphabetical
          title list at the word or phrase you have typed.
          ----------------------------------  -------------
           BROWSE works best when you know:     Examples:
          ----------------------------------  -------------
            The beginning of a title            iron john
            A single-word title                 scarlett

     Note:  If the first word of a title is A, AN, or THE (or its foreign
             equivalents), omit it.

     For further instruction, type m, then press the ENTER key.


--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
-------------------- GUIDED TITLE HELP (2 of 2) ---------------------------


     *  KEYWORD tells the computer to find the word or phrase you have typed
          anywhere it occurs in the title.

          ----------------------------------  --------------------
           KEYWORD works best when you know:        Examples:
          ----------------------------------  --------------------
            A word or phrase in a title          cultural diversity
                                                 meltdown



--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
                       GUIDED AUTHOR-TITLE SEARCH

Use both boxes to do a combined author and title search.

*  AUTHOR keyword.  Type any word or phrase from the author's name in the
     box below.  Example:  updike
   _______________________________________________________________________
  |                                                                       |
  |                                                                       |
  |_______________________________________________________________________|

Press the TAB key.

*  TITLE keyword.  Type a word or phrase from anywhere in the title in the
     box below, then press the ENTER key.  Example:  new yorker
   ________________________________________________________________________
  |                                                                        |
  |                                                                        |
  |________________________________________________________________________|

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:
```

NOTE:

Selecting the Help option on this screen takes users to GUIDED AUTHOR-TITLE HELP (p. 129).

[screen ID LPAM07]

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
--------------------- GUIDED AUTHOR-TITLE HELP (1 of 2) --------------------

     An author-title search is a combined search.  It tells the computer to
find BOTH:

           the AUTHOR keyword or phrase you have typed, anywhere
             it occurs in an author's name

     AND ...

           the TITLE keyword or phrase you have typed, anywhere
             it occurs in a title.

     The computer will then display any records meeting both requirements.


       For further instruction, type m, then press the ENTER key.


--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
------------------- GUIDED AUTHOR-TITLE HELP (2 of 2) ----------------------

        ------------------------------------  -------------  -----------
                   If you know:                 Use both:     Examples:
        ------------------------------------  -------------  -----------
          A person's last name                  upper box      novak
                  AND                              AND
          A word or phrase from the title       lower box      forbes
           (of the periodical)


          A person's last name                  upper box      gould
                  AND                              AND
          A word or phrase from the title       lower box      dinosaur
           (of the article)



--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
                      GUIDED SUBJECT SEARCH

     For best results, use Library of Congress subject headings.  Lists of
of these headings are available in each Reference Department.

* BROWSE subject list. Type the beginning word(s) of a subject heading in
    the box below, then press the ENTER key.
        Example 1:  euthanasia--cases   Example 2:  surrogate mothers
 ______________________________________________________________________
|                                                                      |
|______________________________________________________________________|

Press TAB key to switch typing areas.  Fill in one box only.

* KEYWORD subject search. Type a word or phrase in the box below, then
    press the ENTER key.  Example:  extinction
 ______________________________________________________________________
|                                                                      |
|______________________________________________________________________|

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:
```

NOTE:

Selecting the Help option from this screen takes users to GUIDED SUBJECT HELP (p. 132).

[screen ID LPAM05]

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
----------------------- GUIDED SUBJECT HELP (1 of 3) ----------------------

     Effective subject searches require using the standardized subject
headings based on those used by the Library of Congress.  These headings may
differ from popular terms.  For example:
           -------------   --------------------------------
             Instead of:     Expanded Academic Index uses:
           -------------   --------------------------------
             frisbees            flying discs (game)
             date rape           acquaintance rape
             doctors             physicians

For guidance on selecting a standardized term, consult the Library of
Congress Subject Headings (available in the Main and Science Library
reference departments).

  For further instruction, type m, then press the ENTER key.


--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                       MATCHES:  [number]
----------------------- GUIDED SUBJECT HELP (2 of 3) ---------------------

     You may do either a BROWSE or a KEYWORD search:

     *  BROWSE subject list tells the computer to begin browsing the
         alphabetical subject list at the word or phrase you have typed.

         -------------------------------------  -----------------
            BROWSE works best when you know:        Examples:
         -------------------------------------  -----------------
          The beginning of the subject heading    mozart
                                                  stress
                                                  alzh
                                                  national rifle

    For further instruction, type m, then press the ENTER key.

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
------------------------ GUIDED SUBJECT HELP (3 of 3) ----------------------

       *  KEYWORD tells the computer to find the word or phrase you have
           typed anywhere it occurs in the subject heading.

           ----------------------------------   -------------------
             Use keyword if you know only:          Examples:
           ----------------------------------   -------------------
                 A word or phrase in a            spills
                   subject heading                day care
                                                  atlanta
                                                  louisiana
                                                  olympic committee
                                                  du pont
                                                  tom sawyer


--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                    MATCHES:  [number]
------------------------------ GUIDED LIMIT SCREEN -------------------------


     To decrease results, type additional search terms on one or more of the
following lines, then press the ENTER key.  Use the TAB key to move between
lines.

       AUTHOR keyword:
        TITLE keyword:
      SUBJECT keyword:
  DATE of publication:


                      Examples:   for DATE, year only:
                                    1991


--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                     MATCHES: [number]
------------------------ RELATED AUTHOR/NAME(S) --------------------------

     Listed below are the author/name headings associated with the title
just displayed, and the number of titles linked to each one.

     To display a list of these titles, select one or more of the author/
name headings below.  Type the number shown to the left of each heading on
the COMMAND line, then press the ENTER key.  Example 1: 1,3  Example 2: 3-7

          Author/name headings:                   Number of titles:

        1  [heading]                                  [number]
        2  [heading]                                  [number]
        3  [heading]                                  [number]




--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:
```

NOTE:

The following should display at the bottom of every bibliographic record:

```
--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   More   Next   PRevious   List   GUIDED   CHOose   Quit
For related titles, type either RAUthor or RSUbject.
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES: [number]
-------------------------- RELATED SUBJECT(S) ---------------------------

     Listed below are the subject headings associated with the title just
displayed, and the number of titles linked to each one.

     To display a list of these titles, select one or more of the subject
headings below.  Type the number shown to the left of each heading on the
COMMAND line, then press the ENTER key.  Example 1: 1,3   Example 2: 3-7

          Subject headings:                       Number of titles:

       1  [heading]                                    [number]
       2  [heading]                                    [number]
       3  [heading]                                    [number]



--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:
```

NOTE:

The following should display at the bottom of every bibliographic record:

```
--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   Next   PRevious   List   GUIDED   CHOose   Quit
For related titles, type either RAUthor or RSUbject.
COMMAND:
```

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
----------------------------------------------------------------------------

                 NOTHING has been found matching your search:

    [search statement ... ]

Do the following:

  * Check spelling, and spacing between words.

  * Redo the search, using instructions appropriate to your search method:

         GUIDED search:  Type either AU, TI, AT, or SU below, then
                           press the ENTER key.
        COMMAND search:  Type your command and search terms below, then
                           press the ENTER key.

  * Type Help, then press the ENTER key.

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:
```

NOTES:

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

The "NOTHING has been found..." line should be centered if possible. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Check, Redo, and Type).

Selecting the Help option on this screen takes users to NO MATCHES HELP (p. 139).

```
YOUR SEARCH: [search statement]                          MATCHES: [number]
----------------------------- NO MATCHES HELP -----------------------------

     When your search results in no matches, you may need instruction in one
of the topics listed below.  Choose either a GUIDED or a COMMAND topic,
type its number on the COMMAND line below, then press the ENTER key.

      ----------------------------      ---------------------------
           For GUIDED searches:              For COMMAND searches:
      ----------------------------      ---------------------------
        1  Author searches                 5  Author searches
        2  Title searches                  6  Title searches
        3  Subject searches                7  Subject searches
        4  Author/title searches           8  Combination searches


     For additional topics, type Help, then press the ENTER key.
     For further assistance, consult a librarian.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:
```

NOTE:

Selecting the Help option on this screen takes users to the main Help Menu (p. 89).

```
                      [LESS THAN 2,000 HEADINGS]

YOUR SEARCH:  [search statement]                      MATCHES:  [number]
-----------------------------------------------------------------------------
           [number] HEADINGS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Display search results.  Type Display, then press the ENTER key.

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.

    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim pd 1989-1990
                      Example 2:  lim ti biography
        For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
LIMit   Display   Help   Back   AU   TI   AT   SU   Quit
COMMAND:
```

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

```
                         [LESS THAN 2,000 RECORDS]

YOUR SEARCH:  [search statement]                        MATCHES:  [number]
-----------------------------------------------------------------------------
           [number] RECORDS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Display the results of your search. Type Display, then press the ENTER key.

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.

    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim pd 1989-1990
                      Example 2:  lim ti biography
        For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS ------------------------------- EAI - Expanded Academic Index ---
LIMit   Display   Help   Back   AU   TI   AT   SU   Quit
COMMAND:
```

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

```
                      [2,000 - 32,000 HEADINGS]

YOUR SEARCH:  [search statement]                      MATCHES:  [number]
------------------------------------------------------------------------
           [number] HEADINGS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
       COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim pd 1989-1990
                      Example 2:  lim ti biography
        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Results will not be ar-
  ranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ------------------------------- EAI - Expanded Academic Index ---
LIMit   Display   Help   Back   AU   TI   AT   SU   Quit
COMMAND:
```

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

```
                          [2,000 - 32,000 RECORDS]

YOUR SEARCH:  [search statement]                          MATCHES:  [number]
----------------------------------------------------------------------------
           [number] RECORDS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim pd 1989-1990
                      Example 2:  lim ti biography
        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Results will not be ar-
  ranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
LIMit   Display   Help   Back   AU   TI   AT   SU   Quit
COMMAND:
```

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

```
                   [GREATER THAN 32,000 HEADINGS]

YOUR SEARCH:  [search statement]                      MATCHES:  [number]
----------------------------------------------------------------------------
           [number] HEADINGS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim pd 1989-1990
                      Example 2:  lim ti biography
        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
LIMit   Display   Help   Back   AU   TI   AT   SU   Quit
COMMAND:
```

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

```
                    [GREATER THAN 32,000 RECORDS]

YOUR SEARCH:  [search statement]                          MATCHES:  [number]
--------------------------------------------------------------------------
          [number] RECORDS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim pd 1989-1990
                      Example 2:  lim ti biography
        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
LIMit   Display   Help   Back   AU   TI   AT   SU   Quit
COMMAND:
```

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

GALIN:
Georgia Academic Library Information Network

IV. D: SCREENS for AAE - Academic American Encyclopedia

NOTE: The sample screen on each page ends with the COMMAND line. Some pages have explanatory notes in addition to sample screens.

Table of Contents for AAE Screens

INTRODUCTORY SCREEN

The Academic American Encyclopedia Menu................149

COMMAND SEARCH HELP SCREENS

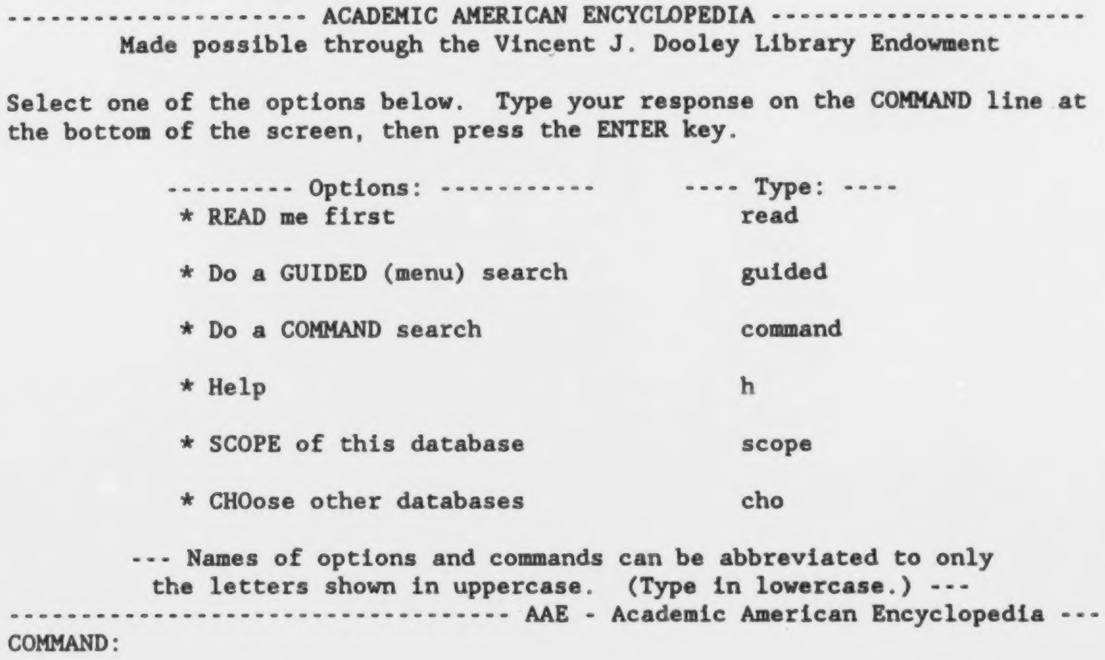
Help Menu..150
Read Me First: Message to New Users...................151
Scope of the Academic American Encyclopedia............152
Commands and Options...............................153
Displays...156
Basics of Command Searching.........................158
Fields...161
Connectors...162
Connectors: AND....................................163
Connectors: OR.....................................164
Connectors: NOT....................................165
Connectors: WITH...................................166
Connectors: NEAR...................................167
Command Title Help.................................168
Combination Search Help.............................171
Limiting Command Searches...........................172

GUIDED SEARCH & HELP SCREENS

Guided Search......................................173
Guided Title Search.................................174
  Guided Title Help.................................175
Guided Title and Text Search.........................177
  Guided Title and Text Help.........................178
Guided Limit Screen.................................179

SYSTEM RESPONSE SCREENS

No Matches......................................180
  No Matches Help...............................181
Less than 2,000 Headings........................182
Less than 2,000 Records.........................183
2,000 - 32,000 Headings.........................184
2,000 - 32,000 Records..........................185
Greater than 32,000 Headings....................186
Greater than 32,000 Records.....................187



```
-------------------- ACADEMIC AMERICAN ENCYCLOPEDIA ---------------------
        Made possible through the Vincent J. Dooley Library Endowment

Select one of the options below.  Type your response on the COMMAND line at
the bottom of the screen, then press the ENTER key.

            --------- Options: -----------      ---- Type: ----
             * READ me first                        read

             * Do a GUIDED (menu) search            guided

             * Do a COMMAND search                  command

             * Help                                 h

             * SCOPE of this database               scope

             * CHOose other databases               cho

         --- Names of options and commands can be abbreviated to only
          the letters shown in uppercase.  (Type in lowercase.) ---
----------------------------------- AAE - Academic American Encyclopedia ---
COMMAND:
```

NOTE:

Typing **command** on this screen takes users to BASICS OF COMMAND SEARCHING (pp. 158-160).

```
YOUR SEARCH:  [search statement]                     MATCHES:  [number]
---------------- HELP MENU for ACADEMIC AMERICAN ENCYCLOPEDIA -------------

     Select your topic, type its number, then press the ENTER key.

    1   Message to New Users           10   Connectors:  AND
    2   Scope of this database         11   Connectors:  OR
    3   Dial-in Access                 12   Connectors:  NOT
    4   Keyboard Operation             13   Connectors:  WITH
    5   Commands and Options           14   Connectors:  NEAR
    6   Displays                       15   Command Title Searching
    7   Basics of Command Searching    16   Combination Searching
    8   Fields                         17   Limiting Command Searches
    9   Introduction to Connectors     18   Index to Help Topics


     For further assistance, go to the Main or Science Library Reference
Desk, or call Main - (706) 542-3251 or Science - (706) 542-0698.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Back   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
------------------- READ ME FIRST:  Message to New Users -------------------

 Two methods of searching are available:  COMMAND and GUIDED.

  *  COMMAND searching is flexible and powerful.  Commands and search terms
can be typed on any screen.  You may use advanced techniques such as
connectors (AND, OR, NOT), and limit searches with additional search terms.

                 Example 1:  browse ti georgia
                 Example 2:  find all reunification

    For help with command searching, type h, then press the ENTER key.

 *  GUIDED searching is done on specific screens on which you type
only your search terms.  Since the commands are built-in, no knowledge of
commands is necessary.

    To begin a guided search, type GUIDED, then press the ENTER key.

--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help   Back   GUIDED   Quit
COMMAND:
```

NOTE:

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
------------- SCOPE OF ACADEMIC AMERICAN ENCYCLOPEDIA ---------------------

     The Academic American Encyclopedia, is a full-text database of
approximately 33,000 articles.  The encyclopedia is updated quarterly.

     It is a general interest encyclopedia that provides current information
on such subjects as science and technology, geography, the arts, sports,
social science and more.  Key features include outlines, bibliographies,
cross-references, factboxes, and tables.



             (The Academic American Encyclopedia is a product of
                          Grolier Publishing Co.)


--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help   Back   GUIDED   CHOose   Quit
COMMAND:
```

NOTE:

This screen should also indicate the date of the latest update or edition.

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
--------------------- COMMANDS & OPTIONS (1 of 3) ------------------------

Commands and options tell the computer what you want it to do. Listed below
are four kinds:  Navigation; Search; Display; and Help.  You may abbreviate
commands and options by using only the letters shown in uppercase type.

      * Navigation:                                   COMMAND      EXAMPLE
                                                    ------------  ----------
          Go to next screen                          More           m
          Go to preceding screen                     Back           b
          Go to next record                          Next           n
          Go to previous record                      PRevious       pr
          Go back to a list                          List           l
          Go to menu for this database               NEW            new
          Go to a list of databases                  CHOose         cho
          End your search session                    Quit           q

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
--------------------- COMMANDS & OPTIONS (2 of 3) -------------------------

* Search (COMMAND searching only):          COMMAND         EXAMPLE
                                           ---------  --------------------
    Search for a term in an article title     Find     f ti space station
    Search for any occurrence of a term       Find     f all space station

    Browse title index                        BROwse   bro ti jackson, j
    Revise your search statement              REvise   re

* Search (GUIDED searching only):

    Begin a new guided search                 GUIDED       guided
    Narrow a previous search                  LIMit        lim

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
--------------------- COMMANDS & OPTIONS (3 of 3) -------------------------

* Display:                                         COMMAND        EXAMPLE
                                                -------------    ---------
    Display items from a list             <type line number(s)>  1,3-5
    Display more than 200 search results           Display        d
    Display full record (entire article)           FUll           fu
    Display brief record (article outline)         BRief          br
    MARC record                                    MArc           ma

* Help:

    Keyboard operation                             KEYS           keys
    Message to new users (Read me first)           READ           read
    Contents of this database                      SCOPE          scope
    Go to a help screen                            Help           h
    Go to a specific help topic                    Help <topic>   h fields

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
------------------------------ DISPLAYS (1 of 2) --------------------------

    There are three major types of displays:  lists of the encyclopedia
article titles, outlines of the articles (BRief display), and the full text
of the articles themselves (FUll display).


 * Lists - consisting of alphabetically arranged, one-line titles.

       To navigate FORWARD within a multi-screen list:

       -  one screen at a time, type m.

       -  more than one screen at a time:  type m, a space, and the number
            of headings or titles you want to skip.  For example:  m 100
            would skip forward 100 headings or titles in the list.

  For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

NOTE:

Since this is a help screen for the general public, the MARC record display is not mentioned. The capability of searching the MARC record is documented on COMMAND & OPTIONS (p. 155).

```
YOUR SEARCH:  [search statement]                           MATCHES:  [number]
----------------------------- DISPLAYS (2 of 2) ----------------------------

       To navigate BACKWARD within a multi-screen list:

       -  one screen at a time, type b.

       -  more than one screen in a list:  type b, a space, and the number
            of headings or titles you want to skip.  For example:  b 100
            would skip back 100 headings or titles in the list.


* Brief display - For long articles, the brief display is an outline of
     the article.  Shorter articles do not have outlines.


* Full display - This display is the full text of the encyclopedia article.
     Many articles include tables and bibliographical references for
     further reading.  The full display is the default display in AAE.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
---------------- BASICS OF COMMAND SEARCHING (1 of 3) --------------------

     BROWSE and FIND are the two basic commands.  Command searches require
at least three elements that together form a search statement:

        COMMAND        +     FIELD LABEL       +     SEARCH TERM
   tells the computer     tells the computer      tells the computer
      what to do:           where to look:          what to look for:

        BROwse               ti  (article title)        Your terms
        Find                 all (title & text)


               Examples:  bro ti georgia
                          f all impeachment


     For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
---------------- BASICS OF COMMAND SEARCHING (2 of 3) --------------------

     Here are examples of basic search statements, and what they mean:

 *  BROWSE search example:    bro ti georgia

      This tells the computer:  Begin BROwsing the TItle index at the
        word "georgia" and display that list.  Note: BROWSE searches
        can be done using only the title (ti) field label.


 *  FIND search example:    f all impeachment and president

      This tells the computer:  Find any article containing the word
        "impeachment", and the word "president".  Display records meeting
        both requirements.

     For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
---------------- BASICS OF COMMAND SEARCHING (3 of 3) ---------------------


     Searches can be narrowed or broadened by connecting search terms from
any field in the record:


COMMAND + FIELD LABEL + SEARCH TERM + CONNECTOR + FIELD LABEL + SEARCH TERM
-------   -----------   -----------   ---------   -----------   -----------
   f          ti         freud           or           ti           jung
   f          all        congo           or           all          zaire
   f          ti         education       and          all          women
-------   -----------   -----------   ---------   -----------   -----------


           For further explanation of connectors, type HELP CONNECTORS.

--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help    Back    More    CHOose    Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                  MATCHES:  [number]
------------------------------- FIELDS -------------------------------


     Each record in the database is divided into labeled categories called
fields.  Knowledge of what those fields are and how to use them to
construct search statements is required for command searching.

  ---------------- ------- ------------------- ----------------------
        FIELD       LABEL       EXAMPLE 1               EXAMPLE 2
  ---------------- ------- ------------------- ----------------------

   Title of article  ti     bro ti poetry         f ti government
   Other text        ot     f ot carl sagan       f ot our town
   All of the above  all    f all picasso         f all oil spills



--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                    MATCHES:  [number]
-------------------------------- CONNECTORS ------------------------------

     Connectors are used to relate terms in a search statement by logic
(AND, OR, NOT), or by position (NEAR, WITH).

----------  -----------------------------  -----------------------------
 CONNECTOR   Finds any record containing:             EXAMPLES
----------  -----------------------------  -----------------------------
    AND       Both terms                     f all congo and all zaire
     OR       Either term                    f ti soccer or ti football
    NOT       One term without the other     f ti africa and ti not south
   NEAR       Both terms in any order        f all child n2 abuse
                in same record field
   WITH       Both terms in specified order  f all free w3 press
                in same record field

For further explanation, type HELP and the connector.  For example: Help OR

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:
```

NOTE:

The Subgroup strongly and unanimously recommends that the word "Boolean" not be used in the text of this screen. We feel it would be confusing and perhaps intimidating to a not insignificant number of new and less experienced users. If patrons already know about Boolean algebra or Boolean logic, the omission of that word should not interfere with their understanding of the explanation on this screen. The Subgroup's philosophy is to avoid the use of jargon and unfamiliar terms whenever possible. A fuller explanation of connectors, including the word "Boolean," is more appropriately reserved for future "Advanced Searching" screens.

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
------------------------------ CONNECTORS:  AND ----------------------------

                      AND narrows a search. For example:

                           f all mythology and greece

    ---------------
    |  mythology  |
    |             |/---------------->  articles containing BOTH terms
    |       //////|-------
    |       //////|      |        The search finds occurrences of both
    --------//////       |          words in articles such as:
            |   greece   |
            |            |                   Apollo
            --------------                   Greek art
                                             Iconography
                                             Mythology
                                             Odysseus

--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
------------------------------- CONNECTORS:  OR ----------------------------


                     OR broadens a search.  For example:

                            f ti freud or ti jung
    ---------------
    |/////////////|
    |/// freud ///|/------------------->  articles containing EITHER term
    |/////////////|-------                   or BOTH terms
    |/////////////////////|
    --------/////////////|    The search would find the article titles:
            |/// jung ///|
            |////////////|                   Freud, Anna
            --------------                   Freud, Sigmund
                                             Jung, Carl

OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
------------------------------ CONNECTORS:  NOT ----------------------------

              NOT eliminates terms from a search.  For example:

                         f ti africa and ti not south

    ---------------
    |//////////////|   /--------->  articles WITHOUT the second term
    |// africa ///|
    |//////////////|
    |///////|-----|------       The search would find articles such as:
    --------|-----|     |
            |   not     |               West Africa
            |           |            but NOT:
            -------------               South West Africa

                                     ... therefore, use NOT with caution!

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                    MATCHES:  [number]
---------------------------- CONNECTORS:  WITH ---------------------------

  WITH relates terms appearing in a specified order in the same record
field.  Because terms may be separated by any number of words, you must
indicate in your search statement the maximum number of intervening words.


The search statement:  f ot [search term A] w3 [search term B]

        Finds                  [example 1]

                               [example 2]

                               [example 3]

     In none of these examples is search term B more than 3 words to the
right of search term A, and the two terms are always in the same order.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:
```

NOTE:

No examples are provided because WITH was not operational in AAE when this screen was designed.

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
----------------------------- CONNECTORS:  NEAR -----------------------------

     NEAR relates terms appearing in any order in the same record field.
Because terms may be separated by any number of words, you must indicate in
your search statement the maximum number (including 0) of intervening words.


   The search statement:  f ot [search term A] n2 [search term B]

           Finds               [example 1]

                               [example 2]

                               [example 3]


     In none of these titles is search term A more than 2 words to either the
right or left of search term B.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:
```

NOTE:

No examples are provided because NEAR was not operational in AAE when this screen was designed.

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
------------------------ COMMAND TITLE HELP (1 of 3) -----------------------

     Title refers to the titles of the encyclopedia articles.  Use either the
BROWSE or the FIND command:

     *  BROWSE tells the computer to begin browsing the alphabetical title
          list at the word or phrase you have typed.

                       ---------------------------
                               Examples:
                       ---------------------------
                             bro ti education
                             bro ti eliot, george

         For further instructions, type m, then press the ENTER key.

--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
----------------------- COMMAND TITLE HELP (2 of 3) ----------------------

*  FIND tells the computer to find any article title that includes the term
    you have typed anywhere it occurs in the title.

          --------------------------------  ----------------
                    Use Find for:               Examples:
          --------------------------------  ----------------
            A word or phrase in a title       f ti georgia
            A word, but not its spelling      f ti blitzkr?
            Word variations (woman/women;     f ti wom?n
              theater/theatre)                f ti theat?

*  Caution: If your search terms include a word that is a connector (AND,
    OR, NOT) or field label (such as TI or ALL), enclose it in quotation
    marks.  If you do not, the computer will interpret it as a ...

      For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                     MATCHES:  [number]
------------------------ COMMAND TITLE HELP (3 of 3) ----------------------


     *  (Caution continued)


           connector or field label and produce incorrect results.

          ------------------------------  ------------------------
           To find the article title:             Type:
          ------------------------------  -------------------------

                Han Wu Ti                   f ti han wu "ti"
                All Saints' Day             f ti "all" saints day



--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
-------------------------- COMBINATION SEARCH HELP -----------------------


   You can tell the computer to search more than one record field at a time.


----------------------------------   ------------------------------
            To search:                           Examples:
----------------------------------   ------------------------------
 Title word and word in the texts      f ti georgia and ot population
   of the articles


  For instruction on using AND and other connectors, type Help CONNECTORS.

  For a list of record fields, type Help FIELDS.


--- OPTIONS -------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
------------------------- LIMITING COMMAND SEARCHES ------------------------

    The limit command is used to decrease the number of your search results.
This is accomplished by adding further field labels and search terms to
your original search.  Retyping the search is unnecessary.  For example:

          f all dogs  ----------------> would result in 180 articles


The above search can be limited by searching another field.


         Typing:  lim ot breeds --------> would result in 30 articles


     Note: For a list of all field labels, type Help FIELDS.


--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:
```

NOTE:

This screen will need to be updated periodically to be more topical and reflect a more accurate number of matches.

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
------------------------------ GUIDED SEARCH ------------------------------

    Select a guided searching option from the list below. Type the option's
letter code on the COMMAND line below, then press the ENTER key.

                   Options:                  Type:

               *  Title                       TI
               *  Title and text              ALL

    To select either of these options from any screen, type ti or all,
then press the ENTER key.


--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

NOTE:

If ALL is used to access the "title and text" screen, that command needs to be an option at the bottom of all appropriate screens in AAE.

```
                           GUIDED TITLE SEARCH

 *  BROWSE title list.  Type the beginning word(s) of the title in the box
      below, then press the ENTER key.  If the first word is A, AN, or THE
      (or its foreign equivalents), omit it.  Example:  georgia
   ____________________________________________________________________
  |                                                                    |
  |                                                                    |
  |____________________________________________________________________|

Press the TAB key to switch typing areas.  Fill in one box only.

 *  KEYWORD title search.  Type a word or phrase from anywhere in the title
      in the box below, then press the ENTER key.  Example 1:  edison, thomas
                                                   Example 2:  education
   ____________________________________________________________________
  |                                                                    |
  |                                                                    |
  |____________________________________________________________________|

---- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

NOTE:

Selecting the Help option on this screen takes users to GUIDED TITLE HELP (p. 175).

[screen ID LPAM06]

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
-------------------- GUIDED TITLE HELP (1 of 2) ----------------------------


     Titles in this database serve two functions:  they are the titles of
the encyclopedia articles as well as the topics of the articles.  You may
do either a BROWSE or a KEYWORD search:

     *  BROWSE tells the computer to begin browsing the alphabetical
          title list at the word or phrase you have typed.

                              -------------
                                Examples:
                              -------------
                                 ocean
                                 gilbert

     For further instruction, type m, then press the ENTER key.


--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   TI   ALL   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
------------------- GUIDED TITLE HELP (2 of 2) ---------------------------


    *  KEYWORD tells the computer to find the word or phrase you have typed
         anywhere it occurs in the title.

                               ----------------
                                  Examples:
                               ----------------
                                 mythology
                                 senate
                                 urban league




--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   TI   ALL   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
---------------------- GUIDED TITLE & TEXT SEARCH -----------------------


     To search a word or phrase in the titles of the encyclopedia articles
and in the texts of the articles, type your search term(s) in the box below,
then press the ENTER key.   Example:  cold war

   ________________________________________________________________________
  |                                                                        |
  |________________________________________________________________________|




--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

NOTE:

The search executed from this screen would be of ALL fields. The same as a "f all xxxx" command search.

Selecting the Help option on this screen takes users to GUIDED TITLE & TEXT HELP (p. 178).

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
----------------------- GUIDED TITLE & TEXT HELP ------------------------

     The guided title and text search looks for your word or phrase in both
the titles of the encyclopedia articles and in the texts of the articles.

                            Example:  cold war

     The above search would find the words "cold war" in articles such as:

                            Arms control
                            Balance of power
                            Cold war
                            Espionage
                            Foreign policy
                            Truman, Harry S.
                            United Nations


--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:  [search statement]                      MATCHES:  [number]
------------------------------ GUIDED LIMIT SCREEN ------------------------


     To decrease results, type an additional word or phrase in the box below,
then press the ENTER key.

  __________________________________________________________________________
 |                                                                          |
 |__________________________________________________________________________|



--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

NOTE:

The search executed from this screen would be of ALL fields. The same as a "f all xxxxx" command search.

[screen ID LPAM08]

```
YOUR SEARCH:  [search statement]                         MATCHES:  [number]
------------------------------- NO MATCHES ---------------------------------

                NOTHING has been found matching your search:

    [search statement ... ]

Do the following:

  * Check spelling, and spacing between words.

  * Redo the search, using instructions appropriate to your search method:

          GUIDED search:  Type TI or ALL below, then press the ENTER key.

         COMMAND search:  Type your command and search terms below, then
                            press the ENTER key.

  * Type HELP, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

NOTES:

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

The "NOTHING has been found..." line should be centered if possible. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Check, Redo, and Type).

Selecting the Help option on this screen takes users to NO MATCHES HELP (p. 181)

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
------------------------------ NO MATCHES HELP -----------------------------

     When your search results in no matches, you may need instruction in one
of the topics listed below.  Choose either a GUIDED or a Command topic,
type its number on the COMMAND line below, then press the ENTER key.

      -----------------------------     ----------------------------
          For GUIDED searches:               For COMMAND searches:
      -----------------------------     ----------------------------
        1  Title searches                  3  Title searches
        2  Title and text searches         4  Combination searches


     For additional topics, type HELP, then press the ENTER key.

     For further assistance, consult a librarian.

--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

NOTE:

Selecting the Help option on this screen takes users to the main Help Menu (p. 150).

```
                          [LESS THAN 2,000 HEADINGS]

YOUR SEARCH:  [search statement]                         MATCHES:  [number]
-----------------------------------------------------------------------------
           [number] HEADINGS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Display search results.  Type Display, then press the ENTER key.

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.

    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim ti georgia
                      Example 2:  lim ot population
        For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
LIMit   Display   Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label **ot** should remain labeled as such, rather than be changed to **tx** in full-text databases.

```
                       [LESS THAN 2,000 RECORDS]

YOUR SEARCH:  [search statement]                     MATCHES:  [number]
-----------------------------------------------------------------------------
           [number] RECORDS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Display the results of your search. Type Display, then press the ENTER key.

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.

    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim ti georgia
                      Example 2:  lim ot population

        For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
LIMit   Display   Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label **ot** should remain labeled as such, rather than be changed to **tx** in full-text databases.

```
                     [2,000 - 32,000 HEADINGS]

YOUR SEARCH:  [search statement]                    MATCHES:  [number]
----------------------------------------------------------------------------
          [number] HEADINGS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim ti georgia
                      Example 2:  lim ot population

        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Results will not be ar-
  ranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
LIMit   Display   Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label **ot** should remain labeled as such, rather than be changed to **tx** in full-text databases.

```
                     [2,000 - 32,000 RECORDS]

YOUR SEARCH:  [search statement]                     MATCHES:  [number]
------------------------------------------------------------------------------
            [number] RECORDS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim ti georgia
                      Example 2:  lim ot population

        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Results will not be ar-
  ranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
LIMit   Display   Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label **ot** should remain labeled as such, rather than be changed to **tx** in full-text databases.

```
                    [GREATER THAN 32,000 HEADINGS]

YOUR SEARCH:  [search statement]                           MATCHES:  [number]
-----------------------------------------------------------------------------
           [number] HEADINGS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim ti georgia
                      Example 2:  lim ot population

        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
LIMit   Display   Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label **ot** should remain labeled as such, rather than be changed to **tx** in full-text databases.

```
                        [GREATER THAN 32,000 RECORDS]

YOUR SEARCH:  [search statement]                        MATCHES:  [number]
--------------------------------------------------------------------------
             [number] RECORDS have been found matching your search:
  [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
    COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim ti georgia
                      Example 2:  lim ot population

        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
LIMit   Display   Help   Back   TI   ALL   CHOose   Quit
COMMAND:
```

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label **ot** should remain labeled as such, rather than be changed to **tx** in full-text databases.

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V. Changes to Existing Messages

NOTE: The sample screen on each page begins with the words "YOUR SEARCH..." and ends with the COMMAND line. Some pages have explanatory notes in addition to sample screens.

Display Options: All Databases

The statement immediately above the COMMAND line (indicated in bold type) is a proposed change to an existing message. We feel this message conveys the intended instruction more clearly and eliminates the unnecessary "d".

```
YOUR SEARCH:  bro au smith                               MATCHES:
----------------------------- AUTHOR ------------------------ # of TITLES

    1. Smith, Adam,                                                    1
    2. Smith, Adam, 1930-                                              1
      .
      .
      .









       .
       .
       .
    16. Smith, C., & Son, London                                       1
-- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   More   Back   GUIDED   CHOose   Quit
To display, type the line number(s).  For example:  1 or 1,3-5
COMMAND:
```

Related Titles: UGA and GCL

The statement immediately above the COMMAND line (indicated in bold type) is a proposed change to an existing message. We feel this message conveys the intended instruction more clearly and eliminates the misspelled "subjec". If the record is not part of a series, the RSEries would not display. It should appear above the COMMAND line at the bottom of the display of a bibliographic record.

```
YOUR SEARCH:  f ti art "and" architecture and italy         MATCHES:     2
-------------------------- FULL DISPLAY ---------------------  2   of   2

       TITLE:  Art and architecture in Italy 1250 to 1400.

      AUTHOR:  White, John, 1924 Oct. 4-

     EDITION:  2nd (integrated) ed.
   PUBLISHED:  Harmondsworth, Middlesex, England ; Penguin Books : New York,
                 N.Y. : Viking Penguin, 1987.
 DESCRIPTION:  688 p. : ill., map ; 22 cm.

      SERIES:  The Pelican history of art

    SUBJECTS:  Art, Italian--History.
               Architecture, Italian--History.

       NOTES:  Includes index.
               Bibliography: p. (639)-659.
--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back    More   Next   PRevious   List   BRief   GUIDED   CHOose   Quit
For related titles, type either RAUthor, RSUbject, RSEries, or CAll#
COMMAND:
MORE PAGES FOLLOW.
```

Options: UGA and GCL

The OPTIONS (indicated in bold type) displayed at the bottom of this sample bibliographic record are those we feel should appear on any such display. If the full record or the MARC record is displayed, the option should be BRief instead of FUll.

```
YOUR SEARCH:  bro au smith a
-------------------------- BRIEF DISPLAY --------------------     5  of   16

      TITLE:  Lecture notes on clinical chemistry / L. G. Whitby, I. W.
                Percy-Robb, and A. F. Smith.

     AUTHOR:  Whitby, L. G. (Lionel Gordon)

  PUBLISHED:  Oxford (Eng.) : Blackwell Scientific Publicati // 1975.
DESCRIPTION:  xii, 427 p. : ill.; ; 22cm.

   SUBJECTS:  Clinical chemistry.

--- LOCATION ---------------- CALL NUMBER ------------------- STATUS ------
SCIENCE (4th)                  RB40.W46                       AVAILABLE



--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   Next   PRevious   List   FUll   GUIDED   CHOose   Quit
For related titles, type either RAUthor, RSUbject, or CAll#
COMMAND:
```

Related Titles: EAI

The statement immediately above the COMMAND line (indicated in bold type) is a proposed change to an existing message. We feel this message conveys the intended instruction more clearly and eliminates the misspelled "subjec". It should appear above the COMMAND line at the bottom of the EAI display. The OPTIONS to be displayed in an EAI display also appear below.

```
YOUR SEARCH: bro au smith
------------------------------------ EAI DISPLAY -------------------------

  ARTICLE TITLE: Marx and Philosophy: Three Studies. (book reviews) reviewed
                   by A. Anthony Smith

         AUTHOR: Smith, A. Anthony

    PUBLICATION: Science & Society
                 Summer , v.1988, v52, n2, p246(4)

       SUBJECTS: Suchting, W.A.
                 Books--reviews, etc.

          NOTES: Article type: review
                 Review grade: A

--------------------------------------------------------------------------

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help   Back   More   Next   PRevious   List   GUIDED   CHOose   Quit
For related titles, type either RAUthor or RSUbject.
COMMAND:
```

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Appendix A: Charge

To: P. Andrew, M. Brooks, S. Brown,
J. Campbell, N. Hughes, J. Kelly,
S. Kirby, S. Marquardt, S. Morris,
L. Shedenhelm, M. Wald, G. Williams

Date: 3-13-91

From: Systems Administrative Group
William G. Potter, Chair

Subject: Charge to Online Catalog Documentation Task Force

The Online Catalog Documentation Task Force is charged with recommending both the text and format of instructional and descriptive information about the new online catalog system to appear on instructional screens, online help screens, and brief printed documentation. While these tasks are certainly related and to a degree interdependent, the Systems Administrative Group believes that they can be broken down into two separate areas. Therefore, this Task Force is being divided into two subgroups -- Onscreen Documentation Subgroup and Print Documentation Subgroup.

The Onscreen Documentation Subgroup consists of John Campbell, chair; Paige Andrew; Mary Ellen Brooks; Neil Hughes; Judy Kelly; and Marlena Wald. This group should focus on the online instructional screens and online help screens. Instructional screens currently existing in the system include the following:

1. Introductory screen (old Begin/end screen accessed from any point in the system by NEW)
2. Formatted search screens (AU, TI, SU, NU, and AT)
3. Formatted limit screen (LIM)
4. No Match screen
5. Too Many Matches screen(s) (above 200 matches, 2000 matches, and 32,000 matches)
6. Bridging screens (AUT, SUB, SER -- when multiple author, subject, or series headings occur in the record).

Online help screens might include a help menu, screen or context specific assistance, and help with specific topics such as commands, options, or a specific command (Find). Obviously, this could be expanded into a much larger project than can be accomplished in a reasonable amount of time. It will be important for this group to make the online instructional screens their first priority followed by very basic and essential help screens. A complete and comprehensive collection of help screens will not be possible at this time. Certainly, the group is free to make recommendations about the longer term needs of onscreen documentation in the system.

The Introductory Screen should include an instruction to enter your search command to begin a search as well as information on how to access each of the formatted search screens if you need some assistance beginning a search. The formatted search screens should include structured tab areas to enter your search terms without commands, plus a brief explanation of how you could enter this search from any point in the system using a command, and a "CMD>" line. It is hoped that this structure will offer the user both the formatted search screen option and the opportunity to learn command searching at the same time.

The Print Documentation Subgroup consists of Susan Morris, chair; Steven Brown; Steven Kirby; Stephen Marquardt; Laura Shedenhelm; and Gayle Williams. This group should focus its efforts on the development of brief printed documentation and instructions for the online catalog user. While a full searching manual may be needed in the future, this is not part of the charge to this Task Force. This subgroup will need to decide what types of printed materials will be most useful and what information is most needed. Printed documentation should be focused on teaching the command structure and command searching. Certainly, this group is also free to make recommendations about the longer term needs of print documentation for the system.

Designing textual explanations and instructions can be a very slow and time consuming process, please recognize that perfection is neither possible nor necessary in the initial production implementation of this online catalog.

John Campbell will serve as chair of the Task Force. If you encounter problems or need clarification of any of these tasks, do not hesitate to contact Bill Clayton.

Your recommendations need to be forwarded to the Systems Administrative Group by July 1.

Thank you for agreeing to serve on this Task Force and for your attention to these important tasks.

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Appendix B: "News" Screens

```
---------------------------- NEWS MENU ----------------------------------

     Type the number of your choice, then press the ENTER key.

                1  GALIN Update

                2  Library Hours and Building Information

                3  Library Tours and Instructional Services

                4  Other Library Services

                5  Lectures and Exhibitions



--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:
```

```
---------------------- NEWS / LECTURES & EXHIBITIONS --------------------

        Lectures:

Hargrett Library:  Darden Pyron speaks on Mon. May 18, 1992, 10:00-11:00.
                     His lecture:  "Margaret Mitchell and Mayhem."
                     Autographing session will follows lecture.  Location:
                     Russell Auditorium.

 Russell Library:  Dr. Henry King Stanford speaks Thurs. Ap. 16, 1992, 2:00-
                     3:00.  His lecture:  "Student Observations of Hitler's
                     Germany."  Sponsored by the Russell Library and the
                     Dept. of History.  Location:  Russell Auditorium.



--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:
```

NOTES:

Examples given are hypothetical.